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BELLEVUE HOSPITAL

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FOURTEENTH ANNUAL REPORT

OF THE

Nursing Service

OF

Bellevue, Harlem, Fordham
& Gouverneur Hospitals

AND

SIXTY-SIXTH ANNUAL REPORT

OF THE

BELLEVUE TRAINING SCHOOL FOR NURSES

PRESENTED TO THE
DEPARTMENT OF HOSPITALS
NEW YORK CITY

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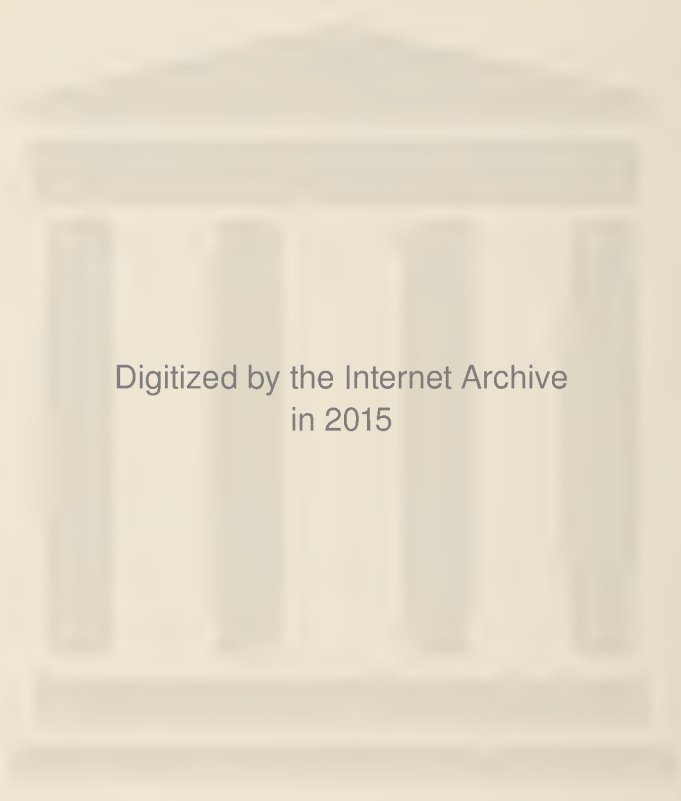
SIXTY-SIXTH ANNUAL REPORT

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FOURTEENTH ANNUAL REPORT
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Nursing Service

of

**Bellevue, Harlem, Fordham
& Gouverneur Hospitals**

1939

BY-LAWS

of

The Schools for Nursing of Bellevue and Allied Hospitals

Adopted by the Board of Trustees at the Meeting of December
31, 1924

* See note

1. The Schools for Nursing shall be conducted at Bellevue Hospital, and at Harlem Hospital, and at Fordham Hospital, and at Gouverneur Hospital, as soon as conditions at these two latter hospitals will permit.

2. The School at each Hospital shall be under the direction and management of the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals, subject to the approval of the Board of Trustees. These several schools shall be known as the Schools for Nursing of Bellevue and Allied Hospitals.

3. Appointments to the major executive and educational positions in the several schools shall be made by the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals, subject to the approval of the Board of Trustees.

* Note—Subject to an amendment to the Greater New York Charter in 1928, a Department of Hospitals was created. Clause 692g, Training schools for Nurses reads in part:

"A training school for nurses heretofore established in connection with any hospital subject to the jurisdiction of the department is continued; and any contract heretofore made by the board of trustees of Bellevue and Allied hospitals for the occupation and use of any building or buildings as a training school for nurses shall be carried out according to its terms, by the department of hospitals established by this title."

4. Dismissals of those holding major executive and educational positions in the several schools shall be made by the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals, subject to the approval of the Board of Trustees.

5. The conduct and management of the Schools by the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals may be terminated by either party six months after notice is given to that effect.

RESOLUTION GOVERNING THE RELATIONS OF THE BOARD OF MANAGERS OF THE SCHOOLS OF NURSING WITH THE BOARD OF TRUSTEES OF BELLEVUE AND ALLIED HOSPITALS

Adopted by the Board of Trustees of Bellevue and Allied Hospitals at the Meeting December 31, 1924

Resolved, That Schools for Nursing be established by the Board of Trustees in Bellevue and Allied Hospitals, City of New York, to be known as the Schools for Nursing of Bellevue and Allied Hospitals, under the direction and control of the Board of Trustees of Bellevue and Allied Hospitals.

That the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals be composed of the present Board of Managers of the Bellevue Training School for Nurses.

That the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals shall consist of the thirty members of the Board of Managers of the present Bellevue Training School for Nurses.

That the members of the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals shall be appointed for a period of six years, the terms of five to expire each year.

That the present members of the Board of Managers of the Bellevue Training School for Nurses serve the terms for which they have been appointed as Managers of the Bellevue Training School for Nurses, as members of the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals.

That the group of five members of the Board of Managers of the Bellevue Training School for Nurses whose terms expire February 1, 1925, be filled by appointment by the Board of Trustees of Bellevue and Allied Hospitals on or before February 1, 1925, from a list of names to be submitted by the present Board of Managers of the Bellevue Training School for Nurses on or before January 15, 1925.

That vacancies that occur in the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals shall be filled by appointment by the Board of Trustees of Bellevue and Allied Hospitals on or before February 1st of each year, from a list of names to be submitted by the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals, on or before January 15th of each year.

That in the event of a position in the Board of Managers becoming vacant before the expiration of the term of any member, the vacancy shall be filled by the Board of Trustees of Bellevue and Allied Hospitals from a list of names submitted by the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals.

RULES GOVERNING THE BOARD OF MANAGERS OF THE SCHOOLS FOR NURSING

Adopted by the Board of Managers of the Schools for Nursing
of Bellevue and Allied Hospitals 1925

I. MEMBERSHIP

Members shall be appointed for a period of six years, the terms of five to expire each year, as per the Resolution of the Board of Trustees, December 31, 1924, and shall serve without compensation.

II. OFFICERS AND DUTIES OF OFFICERS

The Officers, and the duties of Officers, shall be the same as those provided for in the By-laws of the Board of Managers of the Bellevue Training School for Nurses, sections V, VII, VIII, IX, X, XI. *

III. MEETINGS

The Board of Managers shall hold meetings at the Nurses' Residence on the first and third Fridays of each month, except during June, July, August, and September; and such other meetings as the President may call, or as may be called on the written request of three members of the Board. Five members shall constitute a quorum.

IV. REPORTS

The Board of Managers shall make an annual report to the Board of Trustees, and shall send the Trustees a copy of the Minutes of their regular meetings.

* See Constitution and By-laws page 61.

V. COMMITTEES

There shall be the following Committees, and such others as shall be created by the Board from time to time:

Executive Committee,
Ward Visiting Committee for Bellevue,
House Committee for Bellevue,
Committee on Personnel Work for Bellevue,
Committee on the Mills School,
Harlem Hospital Committee,
Fordham Hospital Committee,
Gouverneur Hospital Committee.

VI. AMENDMENTS

These Rules may be amended by a two-thirds vote of the members present at any regular meeting, due notice having been given in writing to all members. Any amendment to these Rules must be sent to the Board of Trustees.

BOARD OF MANAGERS

of the Nursing Service

Bellevue, Harlem, Fordham and Gouverneur Hospitals

OFFICERS — 1939

President

MRS. HENRY JAMES
455 East 51st Street

Executive Vice-President

MRS. J. HOWLAND AUCHINCLOSS
66 East 79th Street

Second Vice-President

MISS LOUISE ISELIN
155 East 70th Street

Secretary

MRS. WINTHROP W. ALDRICH
15 East 78th Street

Treasurer

MRS. GEORGE FRANKLIN
111 East 73rd Street

Assistant Treasurer

MRS. JOHN FOSTER DULLES
72 East 91st Street

BANK OF NEW YORK
Madison Avenue Branch

HONORARY MEMBER OF BOARD

MRS. WILLIAM CHURCH OSBORN

BOARD OF MANAGERS

Dates of Expiration of Terms of Office

February 1, 1940

MRS. JOHN J. McCLOY
MISS BLANCHE POTTER

MISS AUDREY MAYNARD
MRS. LANSING P. REED

February 1, 1941

MRS. ARTHUR A. BALLANTINE
MRS. N. PENROSE HALLOWELL

MISS LOUISE M. ISELIN
MRS. FRANKLIN C. HOYT

MRS. RICHARD EMMET

February 1, 1942

MRS. JOHN L. LOBE
MRS. J. FOSTER DULLES

MRS. NELSON A. ROCKEFELLER
MRS. GEORGE TUCKER BISPHAM

MRS. HARRY FORSYTH

February 1, 1943

MRS. GEORGE S. FRANKLIN
MRS. FRANCIS WHITE

MRS. LANGBOURNE M. WILLIAMS
MRS. EDWIN H. KOEHLER

MRS. VANDERBILT WEBB

February 1, 1944

MRS. WINTHROP W. ALDRICH
MRS. HENRY JAMES

MRS. KENNETH M. SPENCE
MRS. ARCHIBALD DOUGLAS

MRS. HAROLD P. KURZMAN

February 1, 1945

MRS. J. HOWLAND AUCHINCLOSS
MRS. BLAINE BEALE

MRS. EDGAR W. LEONARD
MRS. LEWIS S. MORRIS

MRS. JOSE M. FERRER

HONORARY MEMBERS OF THE SOCIETY

MRS. C. GRANT LAFARGE

MRS. JOHN A. HARTWELL

MRS. WILLIAM S. RAINSFORD

EXECUTIVE COMMITTEE

MRS. HENRY JAMES	<i>President</i>
MRS. J. HOWLAND AUCHINCLOSS.....	<i>Executive Vice-President</i>
MISS LOUISE M. ISELIN.....	<i>Second Vice-President</i>
MRS. GEORGE S. FRANKLIN.....	<i>Treasurer</i>
MRS. WINTHROP W. ALDRICH.....	<i>Secretary</i>
MRS. J. FOSTER DULLES.....	<i>Assistant Treasurer</i>
MRS. N. PENROSE HALLOWELL.....	<i>Chairman—Harlem Auxiliary</i>
MRS. ARCHIBALD DOUGLAS.....	<i>Chairman—Fordham Auxiliary</i>
MRS. BLAINE BEALE	<i>Chairman—Gouverneur Auxiliary</i>
MISS BLANCHE POTTER.....	<i>Chairman—Bellevue Committee on Nursing</i>
MRS. LANSING P. REED.....	<i>Chairman—House Committee</i>
MRS. HARRY FORSYTH.....	<i>Chairman—Social Welfare Committee</i>
MRS. GEORGE TUCKER BISPHAM.....	<i>Chairman—Volunteers</i>
MRS. LEWIS S. MORRIS.....	<i>Chairman—Mills School Committee</i>
MRS. JOSE M. FERRER.....	<i>Chairman—Registry Committee</i>
MRS. JOHN J. McCLOY.....	<i>Chairman—Ward Visiting Committee</i>

STANDING COMMITTEES

HOUSE COMMITTEE

MRS. DULLES, *Chairman*

MRS. WHITE

MRS. EMMET

BELLEVUE COMMITTEE ON NURSING

MISS POTTER, *Chairman*

MRS. BISPHAM, *Secretary*

MRS. JAMES, *ex-officio*

MRS. DOUGLAS

MRS. ROCKEFELLER

MRS. HALLOWELL

MISS EDWARDS

OSBORN HALL COMMITTEE

MRS. OSBORN, *Chairman*

MRS. FERRER

MRS. FORSYTH

WARD VISITING COMMITTEE

MRS. McCLOY, *Chairman*

MRS. FORSYTH, *Vice-Chairman in Charge of Personnel*

VOLUNTEERS COMMITTEE

MRS. GEORGE TUCKER BISPHAM

EDUCATIONAL COMMITTEE

MRS. BALLANTINE, *Chairman*

MRS. KOEHLER

MISS MAYNARD

LEGISLATIVE COMMITTEE

MRS. FERRER, *Chairman*

MRS. ALDRICH

ADVISORY COMMITTEE ON FINANCE

MRS. FRANKLIN, *Treasurer*

MR. HARRY FORSYTH

SUB-COMMITTEE ON LIBRARY

MISS MAYNARD

ADMINISTRATIVE STAFF AND FACULTY BELLEVUE SCHOOLS OF NURSING

NURSING ADMINISTRATION

BLANCHE E. EDWARDS, M. A., R. N.
Director of Nursing and Principal of the Bellevue Schools of Nursing

FLORENCE BACON, M. A., R. N.
Superintendent of Nurses, Psychiatric Division

DOROTHY WEDDIGE, R. N.
GLADYS J. CHAMBERLAIN, R. N.
Assistant Superintendents of Nurses, Bellevue General Hospital

GENEVIEVE SENNA, R. N.
Assistant to the Superintendent of Nurses, Psychiatric Division

JULIANA WALMSLEY, R. N.
Office Assistant in Charge of Special Nurses

NURSES RESIDENCES

ELSIE MacDONALD, R. N.
Supervisor of the Residences for Women

HESTER LOWRY, R. N.
Supervisor of the Residence for Men

MABEL KELLER, B. S., R. N.
ANNA RECE, R. N.
HESTER PAGE, R. N.
WILLIAM GIANETTI, R. N.
GLACE BITTENBENDER, B. A., R. N.
Assistant Supervisors of the Residences

DEPARTMENT OF GUIDANCE AND EXTRA CURRICULAR ACTIVITIES

ELIZABETH WHITMARSH, M. A.
Dean of Women

EDITH COLLING
Secretary to the Dean of Women

HEALTH SERVICE

DOROTHY MERRELL, R. N.
Director of Health Service

HELEN McCARTIN, R. N.
EDRA PERRINE, R. N.
Assistants to the Director of the Health Service

CLARENCE E. DE LA CHAPELLE, M. D.
School Physician for Women

SAMUEL STANDARD, M. D.
School Physician for Men

DEPARTMENT OF INSTRUCTION

MARY C. EDGAR, M. S., R. N.

Director of Instruction

INSTRUCTORS

HAZEL HOUSTON, M. A., R. N.

Instructor in Anatomy and Physiology and Materia Medica

OLIVE RICKETTS, M. A., R. N.

Instructor in Chemistry, Bacteriology and Public Sanitation

MINETTE NAST, R. N.

Instructor in Principles and Practice of Nursing

RUTH D. MORRISON, B. A., R. N.

Instructor in Psychology and Sociology

ESTHER HILTON, B. A., R. N.

Assistant Instructor in Chemistry and Bacteriology

FRANK STANLEY PAC, B. S., R. N.

Instructor in Drugs and Solutions
and Assistant Instructor in the Biological Sciences

JOSEPHINE KLAAS, M. A., R. N.

Assistant Instructor in Anatomy and Physiology

JEANETTE WARREN, R. N.

ELSIE WHITE PAC, R. N.

Assistant Instructors in the Principles and Practice of Nursing

DOROTHY MERRELL, R. N.

Instructor in Personal Hygiene

ELIZABETH SCHWARTZ BRANNON, B. S.

Instructor in Nutrition and Diet Therapy

ELAYNE J. THOMPSON, B. S., R. N.

Assistant Instructor in Nutrition and Diet Therapy

GERALDINE SMITH, M. A.

Director of Physical Education, Bellevue School

JARLE LEIRFALLOM, M. A.

Director of Physical Education, Mills School

ETHEL GERTRUDE WIGMORE, B. A., B. S.

School Librarian

DEPARTMENT OF SUPERVISION AND CLINICAL INSTRUCTION

SARAH FRANCES WEST, R. N.
Director of Supervision and Ward Teaching

ANITA MORRIS McCLELLAND, R. N.
Assistant to the Director of Supervision and Ward Teaching

TEACHING SUPERVISORS

LELA GREENWOOD, B. A., R. N.
Instructor and Supervisor in Medical Nursing

JOSEPHINE KARBIN, R. N.
Instructor and Assistant Supervisor in Medical Nursing

LYDIA ZETSCHKE, R. N.
Instructor and Supervisor of Surgical Nursing

J. CECILE MacKAY, R. N.
Instructor and Assistant Supervisor of Surgical Nursing

M. MAGDALENE BOOKMILLER, R. N.
Instructor and Supervisor of Obstetrical Nursing

HELEN RYAN, B. A., R. N.
Instructor and Supervisor of Pediatric Nursing

MARY CHESKA, R. N.
Instructor and Assistant Supervisor of Pediatric Nursing

M. HERMINE WEST, M. A., R. N. *
Instructor in Nursery School Methods

MRS. RUTH BERGMAN, B. S., R. N.
Acting Instructor in Nursery School Methods

ANN DOYLE, B. S., R. N.
Instructor in Public Health Nursing,
History of Nursing and Nursing Ethics,
Supervisor of Out Patient Nursing

HELEN WAGO, B. S., R. N.
Instructor and Supervisor of Tuberculosis Nursing

EVALYN GREGORY, R. N.
Assistant Supervisor of Tuberculosis Nursing

JOSEPHINE SHULL, R. N.
Instructor and Supervisor in Operating Room Nursing

MADELINE E. McGUIRE, R. N.
Assistant Instructor of Operating Room Nursing

NELL RUSSELL, B. S., R. N.
Instructor and Supervisor of Otolaryngological Nursing

ANNA FLOOD, R. N.
Instructor and Supervisor of Gynecological Nursing

* On leave of absence from January 1, 1939

FRANCES ACKLEY, R. N.
Instructor and Supervisor of Ophthalmological Nursing

ROSE HORVATH, B. S., R. N.
Instructor and Supervisor of Neurological Nursing

PERMA SNYDER, R. N.
Instructor in Emergency Nursing
and Supervisor of Emergency and Admitting Departments

PHILMOR SIMON, R. N.
Instructor and Supervisor in Genito-Urinary Nursing

IRENE WALSH, B. A., R. N.
Instructor in Psychiatric Nursing

EDNA WITHAM, R. N.
Instructor in Communicable Disease Nursing

ELIZABETH L. JAMESON
Instructor in Occupational Therapy

REBECCA CROWELL, R. N.
Charge Nurse of Physio Therapy Department
and Instructor in Principles and Practice of Massage

NIGHT SUPERVISION AND INSTRUCTION

HARRIET CARL, R. N. ESTHER SCHERMERHORN, R. N.
Pavilion A and B

ALICE MORRISSEY, R. N. JULIETTE STUART, R. N.
Pavilion F and G

MARGARET GODFREY, R. N. NAN FOX, R. N.
Pavilion I and K

MARGARET McMINN, R. N. HELENA SIRD, R. N.
Pavilion L and M

ANNA McGUIRE, R. N. JANE CALLAVAIE, R. N.
MARY ROBINSON, R. N. MILDRED B. NORTH, R. N.
Psychiatric Pavilion

SARAH EDWARDS, A. B., R. N.
Relief Supervisor, General Service

PERSONNEL SUPERVISORS

MARY CUNNINGHAM, R. N.
Pavilion A and B

HELEN SHELLENBERGER, R. N.
Pavilion C and D

HERMINA FROMM, R. N.
Pavilion F and G

RUTH MINGUS, R. N.
Pavilion I and K

LEAH VANDERVOORT, R. N.
Pavilion L and M

ANNUAL REPORT OF THE SECRETARY

1938-1939

The Board of Managers has completed another active year of service in the interests of the Bellevue Schools of Nursing. Their efforts have reflected their continued concern for the development of the educational program, the promotion of health and welfare of the nurses and improvement of patient care. The Board has held regular meetings twice each month at the Nurses' Residence, except during the summer. The executive committee and the nursing committee have held regular monthly meetings. Individual members have visited regularly the departments in which they are most interested, some going to the hospital wards, others to the Out Patient Department, others to the Nurses' Homes, the Library or Health Service. The Board has been represented at meetings of the School Council. The members have consistently been most generous of their time and effort in helping to solve the problems of the Schools and Nursing Service.

In October the Board expanded its activities to include a standing committee on the nursing school library, which will work in connection with the Board's education committee. Miss Audrey Maynard was appointed chairman of the library committee, a report of which is included in this Annual Report.

The committee on Health was enlarged and Mrs. J. H. Auchincloss was named as chairman, as was also the Education Committee of which Mrs. Arthur Ballantine is chairman. A new Committee on Improvements and Upkeep was formed with Mrs. Koehler as chairman, and this committee has accomplished much in bringing about needed improvements.

The Board spent \$12,158.06 on the Bellevue Schools in 1938. This included the salaries of the Dean of Women, the Physical Education Instructor and her assistant, the salaries of the two School Physicians, together with supplementary salaries for various others.

The Board again provided scholarships totaling \$1,000.00 enabling three Bellevue graduates to continue their professional education at Teachers College. The sum of \$200.00 was paid toward the expenses of the Faculty members representing the Bellevue School of Nursing at the National and State League of Nursing Education conventions. Toward the expenses of the graduation exercises this year the Board contributed \$285.00 including cost of flowers, decorations and prizes for honor students.

Through its Edith Northcote Fund the Board as usual made a gift of \$600.00 to the Schools to finance weekly bus trips to the beach. This gift was in addition to the \$12,158.06 mentioned above in connection with the regular expenditures made by the Board for the Schools.

The Board has continued its support of the Nursery School operated in connection with the pediatric service, paying the supplementary salary necessary to procure a qualified teacher. The student nurses are thus enabled to have this valuable experience and instruction.

Through the courtesy of the Twentieth Century Fox Corporation short films were supplied free of charge once a week to be shown in the Psychopathic Ward.

There was only one change in the Board of Managers during the year. The resignation of Mrs. Grinnell Noyes was accepted with great regret.

The graduation exercises this year were held for the first time in the auditorium of the College of the City of New York, 23rd Street and Lexington Avenue. Although the Board greatly regretted not holding the exercises at Bellevue they felt that the overcrowding had been so great that the new arrangement was imperative.

The Board wishes to thank Doctor Goldwater, Commissioner of Hospitals; Doctor Jacobs, Medical Superintendent of Bellevue and Miss Blanche Edwards, Principal of the Bellevue School and Director of Nursing for their constant help and cooperation.

HARRIET ALDRICH, *Secretary*.

HARLEM HOSPITAL

1938 — 1939

This past year has been an eventful one for the Training School for there have been many changes in the personnel of the various departments and Miss Harty has been very wise and very resourceful in making these changes for the general betterment of the School. Mrs. Ruff was made Educational Director in place of Miss Dudley who left, and Mrs. Washington took Mrs. Ruff's place as Practical Arts Instructor.

All the departments have been running well and the students have done good work.

Occupational Therapy work has been established in the wards, and the worker has been financed by the W. P. A.

The Students Association has been active throughout the year, and much interest has been shown in the Library, Music Class and Athletics, and several sales have been held to raise money for these activities. A year book was published by the students for the first time this year.

The date of Graduation has been changed from May to February this year. Forty-one students who had completed requirements for graduation were given diplomas.

The Board of Managers has met regularly, and at each meeting Miss Harty, the principal, has read a report of the work and progress of the School. There has also been given at each meeting a short talk by one of the supervisors or head of a department about her special work. These reports have been very interesting and informative.

We cannot praise Miss Harty too highly for the splendid work which she is doing or thank her enough for her helpfulness to the Board and for making its meetings so interesting.

Respectfully submitted,

MARGARET B. HALLOWELL, *Chairman*
For Board of Managers
Harlem School of Nursing.

FORDHAM HOSPITAL

There have been few changes during the past year at Fordham Hospital. Mr. O'Neil, who was Superintendent and Assistant Superintendent for many years, resigned in the autumn, and his place was filled in March by Doctor Emanuel Lifshutz from Kings County Hospital.

Nurses have lost a great deal of time from duty due to illness during the year. The patient census of the hospital has been higher this spring than ever before.

The Dean of the Nursing School, Miss Cushman, has had a very satisfactory year in promoting recreational activities for the nurses. The Student Glee Club and Orchestra under the direction of Mr. Postley Sinclair broadcast over the N. Y. C. radio station on March 30th. Miss Mary Ellen Manley, Director of the Division of Nursing, introduced them, and spoke on "The Nurse and Music".

We are grateful to Doctor Goldwater, Commissioner of Hospitals, to Miss Manley and Doctor Ackerman for the help and cooperation we have had from them.

EDITH DOUGLAS,
*Appointed as Visitor to
Fordham Hospital*

PSYCHIATRIC DIVISION OF BELLEVUE HOSPITAL

1938 — 1939

This has been a strenuous but satisfactory year for the nursing service of the Psychiatric Division of Bellevue Hospital. The average daily census of patients has been 635 which is about 25 higher than last year and there has been no increase in nursing personnel. This Division must inevitably demand a great deal from its nurses and lay particularly heavy burdens on them but in spite of the inherent difficulties in the service there has been no resignation of a major position during the year. There have been plenty of well qualified applicants for the occasional vacancies in minor positions so there has been no employment problem.

The opening of the fifth floor dining room is an improvement which is much appreciated by the graduate staff and helps the overcrowding in the cafeteria.

A committee of three members of the Board of Managers has continued its monthly meetings with the charge nurses and supervisors and supplied occasional needs for the patients' recreation—a piano, games, etc.

The moving pictures, generously loaned by the 20th Century Fox Film Co., have been continued twice a week and been a pleasure and a real benefit to the patients. W. P. A. artists have also provided music and plays.

Dr. Bowman and the Medical Board, Miss Bacon and the nursing staff bring such a spirit of devotion to the difficult work

of this Division that I cannot close without a word of deep appreciation of their wisdom and kindness.

Respectfully submitted,

PRISCILLA S. AUCHINCLOSS,
*Acting for Mrs. Kenneth B. Spence,
Visitor appointed to the Psychiatric
Division.*

MILLS SCHOOL OF NURSING FOR MEN

1938 — 1939

Mills School has occupied the new quarters in Pavilion C & D for a little more than a year and the students have enjoyed the additional conveniences and comfort afforded by these accommodations. The new furnishings, though slow in arriving, have nearly all now been delivered and installed.

In order to accommodate affiliating students who had previously resided on Ward's Island and had to commute daily for their work at Bellevue, twenty-five of the larger bedrooms were converted into double rooms. It is hoped that this doubling may not be necessary after the block of rooms which at the opening of the building were loaned for occupancy by internes, can be restored to the School.

Dr. Samuel Standard, employed by the Board of Managers as physician to the School, has completed another year of supervision of the students' physical welfare. There has been very little serious illness and the general health of the students has been better than usual.

Mrs. Hester Lowry has continued her efficient service as general residence supervisor. Mr. Glace Bittenbender and Mr. William Gianetti, both graduates of the School, have assisted with the afternoon and night supervision. Miss Cleola Lake has assisted Mrs. Lowry with the work of the infirmary and health service.

The fiftieth anniversary of the establishment of Mills School was celebrated on December 17, 1938, at which time the students and alumni presented an appropriate program in Mills Hall, followed by a general reception and tea in the afternoon and a formal dance in the evening.

On the occasion of this anniversary a fine combination radio and victrola was presented to the School. This gift was supplemented by a cash gift for phonograph records presented at Christmas time.

EMILY MORRIS,
*Appointed as Visitor to
Mills School.*

OUT PATIENT DEPARTMENT

The Out Patient Department, with its many clinics and large staff, has had a busy and an interesting year. A total number of 634,242 clinic visits has been recorded, 37,218 of these being new patients. A consistent effort is being made to reduce these numbers by admitting only the cases from the Bellevue district and those patients who are really eligible.

However, the increasing calls upon the Out Patient Department, largely as a result of the National Health Program, have put added responsibility upon the Nursing Service. Through the constant efforts of Miss Doyle, our excellent Teaching Supervisor of the O. P. D., regular staff conferences have been held to keep the graduate nurses well informed and to perfect their technique of teaching the student nurse and of guiding the patient in the care of himself and his responsibility in the community.

The change in the student program, begun over a year ago, of including the Juniors as well as the Seniors in the O. P. D. courses has functioned well.

Re-adjustment of nursing service has been made in a number of the clinics to meet the need of these clinics, either as to increase in service or new activities.

The general health for the year has been good with only two cases of serious illness on the graduate staff.

Miss Maud Sinclair, our efficient Supervisor of the Out Patient Department, has married and left the clinic. We are fortunate in having in her place Miss Josephine Sims who previously had done such good work on the Day Camp Boat. We are also glad to announce that Dr. Conti, who has been connected with Bellevue for a number of years, has been appointed Physician in Charge of the Out Patient Department.

The Volunteer workers, under Miss Mills, Director of Volunteers, continue to render valuable aid to the doctors, nurses and patients. During the winter months there have been 124 volunteers enrolled. This is an increase of four over other years. The summer enrollment was 67 workers who were placed exclusively in the clinics.

Sixty-three of these volunteers have worked faithfully at Bellevue for a period of time varying in length up to sixteen years. The volunteer service is affiliated with eight schools and colleges and in addition secures workers from the American Red Cross, the Junior League, the Church of the Ascension, the Federation of Churches and through volunteers already working and other sources.

HELEN R. S. BISPHAM,
*Appointed as Visitor to
the Out Patient Department.*

THE LIBRARY COMMITTEE

The Library Committee, a new activity of the Board of Managers begun in the fall of 1938, has been active throughout the winter.

This Committee has cooperated with the Student Association in inaugurating a circulating fiction library exclusively for the use of student subscribers. To date the collection contains one hundred and thirteen extremely well-chosen volumes of modern literature in which Miss Wigmore, School Librarian, reports a lively turnover. This special library is operated in connection with the regular School Library.

Because of limited shelf-space in the Library, steps were taken temporarily to alleviate the ever-increasing pressure of new accessions on available shelves. For this purpose the collection of old books in the Fiction Library was disassembled. The more valuable sets were saved to remain in the School of Nursing Library. About two hundred volumes were taken by graduate nurses for the use of patients in the wards; one hundred and fifty went to the psychopathic building for use of patients there; the remaining volumes were taken by graduate nurses. It is planned to use the space thus liberated for storage of the less frequently used publications.

In January a meeting was held in the office of the Library, attended by Miss Ferris and Miss Coy as representatives of the Social Service Department of Bellevue; Miss Edgar, Educational Director of the School; Mrs. Henry James and the chairman. At this meeting it was agreed that the library of the Social Service Department should be incorporated in that of the Nursing School. For this purpose Fifty Dollars have been appropriated by the Social Service Department for the accession of new volumes. Of this sum to date Twenty-three Dollars and Eighty-eight Cents has been spent for twenty-two volumes, all of which have been catalogued and made available for use.

The chairman wishes to thank members of the Board who have donated books to the Library.

AUDREY MAYNARD,
Chairman, Library Committee.

ANNUAL REPORT OF THE SCHOOLS OF NURSING AND NURSING SERVICE OF BELLEVUE HOSPITAL

The sixty-sixth annual report of the Bellevue School of Nursing and the nursing service of Bellevue Hospital is herewith submitted to the Board of Managers. The annual report of the Mills School of Nursing for Men, which has begun its fifty-first year is also included.

ENROLLMENT

Student enrollment on December 31, 1938, showed an increase over the enrollment on the same date the previous year. The comparative figures follow:

	Women		Men		Total	
	1937 - 1938		1937 - 1938		1937 - 1938	
First year students...	95	104	20	28	115	132
Second year students.	99	84	22	23	121	107
Third year students..	70	87	22	23	92	110
	264	275	64	74	328	349

ADMISSIONS

Admissions to the Bellevue Schools during 1938 were as follows:

	Women	Men	Total
February	53	16	69
September	86	22	108
	139	38	177

Of the 177 students admitted during the year, 132 remain in the School. Withdrawals were for the following reasons: Rejected during orientation period because they failed to meet physical requirements for acceptance in the Schools—23; Resigned during orientation period for personal reasons—4; Rejected because of poor work—2; Resigned or dropped for miscellaneous reasons after five months freshman period—16.

GRADUATION

Diplomas were granted in March 1939, to 88 women and 23 men, an increase of 18 women and 2 men over the number graduated from the Schools in the previous year.

AFFILIATING STUDENTS

A total of 333 women and 48 men from 28 different schools were enrolled at Bellevue during 1938 for courses ranging from three to twelve months, an increase of 28 women and 11 men over the previous year's enrollment. During the same period 253 women and 37 men completed affiliating courses.

One new affiliation was begun during the year, the Memorial Hospital of Albany, N. Y., which arranged to send students for a three-months course in Medical Nursing.

POST GRADUATE INSTRUCTION

Post graduate instruction was discontinued at Bellevue in 1938 owing to limited residence facilities. Only five new students were admitted during the year. Thirteen post graduate students completed courses and received certificates during 1938. No post graduate students are now enrolled.

CENTRAL SCHOOL

A central school has again been maintained at Bellevue to provide instruction in the basic sciences for the freshman students of Bellevue Hospital, Cumberland Hospital, Kings County Hospital and Metropolitan Hospital Schools of Nursing. In September two additional instructors were added to the faculty of the central school, both being assigned from the Kings County School of Nursing Staff. Mrs. Rachel Hotz became an assistant in the anatomy and physiology department and Miss Mildred Dixon has assisted in the same department also with the instruction in chemistry and bacteriology.

The total number of freshmen enrolled in central school has increased. In February 157 students were enrolled and the fall class enrollment reached 262.

FACULTY

There have been few changes in the faculty during the past year. Mrs. Josephine Klaas was appointed to the position of assistant instructor in anatomy and physiology, taking the place of Miss Ruth Olsen who resigned in the fall to accept a position in the New York City Schools. Miss Jewel Leitzman, assistant supervisor in pediatrics, also resigned to accept a public school appointment.

Mrs. Elsie White Pac was appointed assistant instructor in nursing practice.

Mr. Frank Pac, assistant science instructor, was made special faculty advisor for Mills School students.

Miss Mary Sullivan, instructor in personal hygiene, resigned this spring to accept a position with New York University.

The following additional supervisors were appointed for the chest service when Pavilion C and D was opened: Miss Evelyn Gregory, assistant to Miss Helen Wago, teaching supervisor; Miss Elizabeth Kobliska and Mrs. Gertrude Steinbicker, afternoon and night supervisors.

THE EDUCATIONAL PROGRAM

Emphasis during the past year has not been placed upon expansion of the curriculum, but rather upon a careful analysis of content of courses in an attempt to improve and modify these courses, so far as practical, to coincide with the progress of general and professional education.

The major changes effected are: practice assignments on the ophthalmological and otolaryngological services have been reduced to two weeks on each service and the assignment to the psychiatric service has been increased from eight to twelve weeks. This course has been changed to the senior year. The course of instruction and practice in out patient nursing has been re-organized so that it consists of three periods, including for women students a four weeks junior assignment, two weeks in the prenatal clinic and a six weeks senior assignment. The men are given the same time allotment divided between four weeks junior and eight weeks senior assignments.

WARD TEACHING

As the analysis and evaluation of the various clinical courses proceeded the necessary adaptations have been made in the ward teaching which supplements the formal instruction in these areas. An earnest attempt is made to adapt the clinical instruction to the individual needs of the students, including the practice assignments and all individual and group teaching. Various teaching methods are employed but the aim of all ward instruction is to promote the student's professional growth and provide the best possible care for the patient.

EDUCATIONAL FACILITIES

Administration of the educational program remains a difficult problem due to facilities that are not fully adequate to care for properly increased enrollment.

The chemistry laboratory will be improved when plans are completed for installation of the new demonstration desk and blackboard, and for re-arrangement of the small class room adjoining the laboratory.

The anatomy and physiology laboratory is still located in a portion of a building owned by New York University. It has been previously pointed out that this building is old and that its use presents certain hazards and inconvenience, also that occupancy of this building is dependent upon changes in plans of the University in respect to use of this building.

The laboratory for teaching drugs and solutions and the class room and laboratory for the teaching of nursing arts are

both improvisations of space planned and formerly used for other purposes and they afford very poor facilities for the adequate teaching of these subjects.

The opening of the Mills Hall in Pavilion C & D has helped to provide space for large class groups, but correction of the accoustic properties of the room will be necessary before use of this room will be fully satisfactory.

A major problem is the scattered location of class rooms. This necessitates a loss of time for students who must go from one classroom to another ; and makes its impossible to give proper care to these class rooms with the help now available. A well-planned and properly equipped educational unit would solve many of the problems now existing in the conduct of our nursing schools. The need for such a unit is urgent.

PHYSICAL FACILITIES

Most of the furniture and equipment for the residence quarters in Pavilion C & D occupied by Mills School have now been received. These new quarters afford many advantages over the old building previously occupied by the men students.

Bellevue House, the home of the women students, has had new tiling laid on the entire roof, greatly improving the appearance and utility of this important recreation space.

Window screens have been repaired and replaced throughout the residence.

The repairs on the swimming pool have been completed and the pool is now in use for swimming classes and recreation purposes.

Extensive plumbing repairs have been made in the residence.

Yale locks were placed on all bedroom doors in the nurses' residence, at the request of the students, who also proposed that they be charged for this extra protection to their property. The plan provided that incoming students would each be charged a small sum for this purpose until the original cost of the locks was defrayed. No loss of property has been reported in the residence since the locks were installed.

The dietary facilities in the nurses' residence have recently been improved by installation of new stoves and other equipment in the kitchen. The serious overcrowding in the dining room has been reduced through the recent opening of the new dining room in Pavilion C & D. In addition to the Mills School students, the supervisors, head nurses, ward instructors, and out patient nurses of the General Hospital, also the social workers, have their meals in the new dining room. General staff nurses are divided into two groups, some having meals in the Psychiatric

Building, others at Bellevue House. With these changes the students comprise the larger group obtaining meals at Bellevue House.

The dietary department in the residence is still in need of better refrigeration facilities in kitchen and cafeteria. The dining room and cafeteria need painting, and better toilet and wash room facilities are needed for the male employes of this department.

The single reception room in the nurses' residence does not meet the needs of the group using it. The wear and tear on this room is excessive because it serves as a general passage way to the dining room, lecture hall, to the office of the dean of women, and is a waiting room between classes and at meal hours. If the room is reserved in the evening by one group for social purposes the rest of the nurses who reside in the building have no place to receive their friends or gather together. A school of this size with its varied groups is seriously handicapped when it lacks facilities sufficient for the ordinary social requirements of its members.

NURSING SCHOOL LIBRARY

The Carrie J. Brink Memorial Library has shown a marked increase in the use of its facilities during the past year. The comparative figures are presented below :

1. Use of Library	1937	1938
Readers using library.....	30,025	41,083
Books, Pamphlets and Periodicals borrowed	14,959	20,497
2. Accessions to library		
Total number of books added.....	291	379
Total number of pamphlets.....	1,135	400

The new books included 262 received by purchase and 117 donated to the library. The total number of periodicals received currently is 75, of which 61 are regular paid subscriptions and 14 are gifts to the library.

Through budgetary appropriation of the City of New York the sum of \$754.36 was expended for books and magazines for the library during 1938.

The Bellevue Alumnae Association has given \$261.48 toward the purchase of books during the past year.

During the year 379 books and 260 periodical articles were cataloged. Catalog cards typed and filed in the card catalog totaled 5,010.

Through the Inter-Library Loan Service 296 books were borrowed from other libraries for use by readers at Bellevue.

The usual talks on the use of the library and its resources have been given by the librarian to all groups of new students, to affiliating students, and to new staff nurses.

The weekly bulletin, Brief Notes, has been continued. This was first issued last year by the library staff to members of the faculty and others, giving them brief summaries of important articles relating to nursing appearing in current periodicals. The bulletin has been helpful and saves time and effort for the nurse in locating information related to a given field.

The members of the Student Associations of the two Schools have this year taken the initiative in establishing a special library of current books for cultural reading. A special student committee outlined the plans, secured approval of the School Council, and launched the project with the cooperation of Miss Wigmore, librarian, and Miss Audrey Maynard, chairman of the library committee of the Board of Managers. Each student who wishes to use the facilities of this branch of the library pays a one dollar membership fee. Most of the students in the School have subscribed and the fund has thus been established to start the collection. The student committee receives suggestions for selection of books from the entire group of subscribers and on the basis of these suggestions purchases the books. The collection includes fiction, biographies, books on travel, the arts, and miscellaneous subjects, not available in the reference library. This is kept as a separate collection in the School library, is cataloged and made available under the special regulations which have been drawn up by the student committee.

It is with great regret that the resignation of Miss Ethel Wigmore, school librarian, has recently been accepted. Miss Wigmore came to Bellevue in 1935 and has performed an outstanding piece of work in reorganizing and building up the library and in promoting the use of its facilities by students and graduates. Miss Emma Chaffin, B. A., R. N., who has been the assistant librarian, has been appointed to assume charge of the library.

EXTRA PROFESSIONAL PROGRAM

A varied program of activities has been carried on during the year in both Schools. In the Mills School which has the smaller enrollment the student group as a whole sponsors the various activities. In the Bellevue School the social activities are more and more sponsored by classes, clubs and special interest groups, because of the lack of adequate facilities for participation by the entire student body. The Bellevue Student Association has continued the successful operation of the tea room, the profits from which help to support the social program.

Conspicuous among the events of the year was the celebration of the fiftieth anniversary of Mills School on the anniversary of its founding, December 17th. The Mills School Student Association in cooperation with the Alumni planned an interesting program which attracted many of the graduates and friends of the School. The afternoon program included nursing demonstrations presented by the men nurses in various parts of the hospital followed by a general program in Mills Hall, at which time the history of the School was reviewed. Following this the students were hosts at a tea in the Mills School lounge. In the evening students, graduates and their friends enjoyed a dance in Mills Hall.

The student groups of both Schools have cooperated in many of the extra curricular activities this year. The two groups worked together in the plans and preparation for the successful minstrel show put on in October to raise money for the senior class year book.

The Crane and the Cross, the senior class year book, published for the first time as a joint enterprise of the two Schools, and dedicated to the Board of Managers, was issued at the time of graduation and has received many favorable comments.

The Mills School Student Association has revised its Constitution and By-Laws and has placed the organization on a more sound functioning basis. The men deserve much credit for this piece of work.

HEALTH

During the past year the student health program, both preventive and therapeutic has been carried out as usual, under guidance of Dr. Clarence de la Chapelle and Dr. Samuel Standard.

Drs. Margaret Tewksbury and Dr. Catherine Welsh were appointed July 1st as residence physicians for the Health Service.

The School is deeply indebted to physicians and surgeons of various special services of the hospital, particularly to those of the Chest Service, for their very generous assistance and co-operation in providing medical care for the student nurses.

Miss Mary M. Sullivan, director of the Health Service and instructor in Hygiene, resigned her position in April. The School is grateful to Miss Sullivan for the fine contribution she has made in building up an effective health service in the Bellevue School of Nursing. Miss Dorothy Merrill has been appointed health

director to fill the vacancy and Miss Edra Perrine, a graduate of the class of 1939, has been added to the Health Service nursing staff.

Mills School has had an improvised infirmary since moving to the new quarters. These facilities have served adequately for care of minor illnesses but all cases of more serious nature have had to be admitted to the hospital. Now that the equipment for the new ten-bed infirmary in Pavilion C & D has been received this department will be opened in the near future. It will be used for men nurses and internes who require infirmary care.

There has been a disturbing increase in tuberculosis among student nurses this year, but on the whole the health of the student group has been better than in preceding years. The total time lost by illness among students has been reduced as shown by the following figures taken from our time records:

TIME LOST BY ILLNESS	1936	1937	1938
Bellevue students	3,460 days	2,779 days	2,352 days
Mills students	518 "	656 "	413 "
Affiliating students (women)	2,230 "	2,324 "	1,504 "
Affiliating students (men) . .	345 "	462 "	471 "
Post graduate students	394 "	262 "	96 "
	6,947 days	6,483 days	4,836 days

PHYSICAL EDUCATION PROGRAM

The physical education program which is made possible in our Schools through the generous support of the Board of Managers has of necessity undergone some modification since the consecutive eight hour day was instituted. In both Schools the program has been changed to meet new interests and needs of students and to fit into the less flexible class schedules which the eight hour day imposes.

The restored use of the swimming pool this spring was welcomed enthusiastically by the students. Fencing classes have recently been started for the men. Both Schools are faced with the limitations of inadequate space and equipment for carrying out the program desired, but in spite of the handicaps, there has been shown a growing interest in the activities that are made available. In the women's group the activities include folk dancing, tennis, badminton, swimming, riding, hiking, and miscellaneous gymnastics. The men have participated in gymnastics, basket ball, handball, wrestling, fencing, tennis, hiking and swimming.

Miss Geraldine Smith, physical education instructor, has had the assistance of Miss Carolyn Groetsch, Miss Margaret Armstrong and Miss Marjorie Winters in carrying on the program with women students. Mr. Jarle Leirfallom has had charge of the program for the men, with assistance of a fencing instructor from the W. P. A. Recreation program.

NURSERY SCHOOL

We are indebted to the Board for continuing to make available to our students the valuable instruction in child development and guidance which they now receive in the Nursery School. Mrs. M. Hermine West, nursery school instructor, was granted an extended leave of absence on January 1st, but we were fortunate in securing through Teachers College, the services of Mrs. Alice Bergman, graduate nurse and qualified nursery school teacher who has been carrying on with great efficiency the work of this department.

SPECIAL PROBLEMS

The more serious problems in the Schools of Nursing are those arising from the inadequacy of some of the physical facilities which have been out-grown and out-moded with the growth of the School and the expansion of its activities. The lack of sufficient and appropriate space for educational purposes, the inconvenient and uneconomical scattering of the various units, the poor placement of class rooms with respect to outside street noise and disturbance, and poor ventilation of these rooms all create difficulties. There is great need for a well-planned educational unit sufficient to meet the needs of our Schools.

Modernization or replacement of the women student's residence quarters and provision for the social and recreational needs of the student body are equally important; better toilet and bathing facilities throughout the building should be provided, also needed improvements in the dietary division. The School Library and Health Service are poorly situated and both departments need additional space for their growing activities. The means should immediately be sought for correcting these deficiencies and making proper provision for the various school activities according to approval and up-to-date standards.

THE NURSING SERVICE

The past year has been one of expansion and change in the Hospital with a consequent enlargement of the nursing staff. The opening of C & D Pavilion was the most noteworthy change. The last of the old stone buildings have been razed and the construction of the new administration building is already under way.

The enactment of the new nurse practise act has had its effect. General duty nurses employed in the Hospital who, though registered in other states had been ineligible for registration in New York, have hastened to comply with the requirements for registration under the new law, so that they may be eligible to practise nursing in this state when the law becomes fully effective in 1940. Many of these nurses have already obtained the New York Registered Professional Nurse license.

The same law will require that all attendants be licensed as practical nurses. This causes some anxiety in this Hospital, as the average ward helper does not qualify for such license and since the duties of this worker are largely related to house-keeping rather than care of patients there is little opportunity for the individual to obtain the experience and instruction that will prepare him to meet the requirements for the practical nurse license.

We have found it impossible to fill all nursing positions with nurses who could meet the requirements of the New York City employes residence law. The modification of the application of this law permitting exemption of nurses from its provisions, has been distinctly advantageous in filling staff positions. We are hopeful that this exemption may be continued indefinitely.

On January 1, 1939, one hundred four (104) additional graduate nurse positions were added to the nursing staff to provide nursing care on the new services opened in Pavilion C & D. This number included one assistant superintendent of nurses, four chief nurses and ninety-nine staff nurses.

The complete statistical report of the nursing personnel of the Hospital for the year 1938 appears in the following pages of this Report.

Workers assigned to the nursing service on work relief projects on December 31, 1938 included eight nurses and ten attendants. The record for the year shows one nurse dropped and three attendants added during the year.

Volunteer workers in the Out Patient Department and on the wards have also rendered valuable assistance.

The activities of the past year have followed no new channels. Rather, the nursing service has directed its efforts toward improving nursing care, strengthening co-operative relationships with the medical staff and the various departments of the Hospital and toward promoting the welfare of nurses and employes.

CHANGES IN NURSING SERVICE

The opening of Pavilion C & D for the reception of patients was gradually accomplished. In April, 1938, eighty beds on the third floor were put in use and eighteen nurses and fifteen

attendants were added to the staff to provide the nursing care. In October ten more beds were added on this floor.

In July the fifth floor of C & D was partially opened for care of surgical chest cases, eighteen beds being made available, and seven nurses and six attendants were employed by private funds to supply nursing care.

After January 1st the remaining wards in Pavilion C & D were opened as rapidly as equipment was received and released for use. The entire unit is now in operation including four floors for patients, having a total of three hundred seventeen beds and an operating division.

The tuberculosis census has remained so high, however, that the new building is not large enough to accommodate all the patients. Wards F and G-3 have been retained temporarily by the Tuberculosis Division and are being used for the less acute cases.

The opening and equipping of this Pavilion has been accomplished under direction of Helen Shellenberger formerly supervisor in Pavilion I & K, who was transferred to the new unit early in 1938.

The Day Camp Boat was closed in November, 1938, and its services discontinued. The nursing staff and employes were transferred to other departments of the Hospital. Miss Josephine Sims, who had been in charge of the department, was appointed supervisor in the Out Patient Department, taking the place of Maud Sinclair, resigned.

The nursing service cooperated with the Hospital authorities in establishing the Blood Bank in July, 1938. Four graduate male nurses were assigned to this department to handle records, care for equipment, assist the doctors in collecting blood from donors, care for specimens and dispense blood to ward services. The operation of the Blood Bank has been highly successful.

HOSPITAL CENSUS

The average daily census for the year 1938 was 2447.5. The highest census was 2626 on April 7th; the lowest 2152 on January 1st. During the early months of 1939 the patient census exceeded all previous records of the hospital. The Tuberculosis Division had the greatest over-crowding until the new wards were opened. The medical wards have maintained a consistently high census except during the summer months. In several other departments, notably the gynecological division, urological service and general surgical wards, there has been repeated over-crowding.

EQUIPMENT AND SUPPLIES — RENOVATIONS

Very few problems relating to general supplies and equipment have confronted the nursing service this past year. Medical and surgical equipment has been supplied in adequate quantities. Every department has received some new equipment to facilitate the work of caring for patients.

A number of important repairs and renovations have been completed or are in progress, designed to improve hospital service and facilitate the work of the staff.

HEALTH PROGRAM FOR GRADUATE NURSES

Medical care for graduate nurses is given by the resident physicians of the four medical divisions of the hospital, the divisions rotating so that each resident physician is on call for two consecutive months at a time. Compared to the health program for students where paid physicians are employed on a permanent basis, the medical care for graduates is not so satisfactory.

The reasons for this are as follows: (a) The resident physician, already carrying a heavy load of duties, has not sufficient time for this work. (b) Because of the rapid change of physicians the follow-up care, so important in a sound health program, is discordant and without continuity. (c) Some of the physicians are new and lack full knowledge of the conditions under which nurses work at Bellevue, or have had little experience in preventive health work and fail to appreciate the significance of certain physical signs in the nurse employed under such conditions. (d) There is insufficient compulsion in the program. (e) Some nurses have expressed dissatisfaction that a resident physician and not a member of the attending staff is appointed to care for them and are reluctant to carry out instructions for treatment or further examinations.

Compulsory physical examinations on all new appointees were instituted over a year ago. In the first twelve months two hundred and sixty nurses were examined, each examination consisting of chest X-ray, blood count, Wasserman test, urinalysis and the examination by the physician. The results of the first year's experiment disclosed that the physicians generally are very reluctant to reject an applicant unless the nurse shows some well-defined incapacitating disability.

The physicians vary considerably in their determinations and there is need for better agreement on criteria for acceptance or rejection.

An attempt is being made to develop a more satisfactory health program, one which will provide competent medical service, will be compulsory in application, equitable and fair to the

nurse and which will protect the interests of the hospital through conserving and promoting the health of the worker and reducing loss of nursing service through preventable illness.

STAFF EDUCATION

The staff education program has been extended and strengthened. Programs of instruction have been carried on throughout the year for supervisors, head nurses, ward instructors, staff nurses, attendants and hospital helpers.

During the calendar year of 1938 the planned courses for the hospital supervisory and teaching group have been directed by Miss Frances West, director of supervision and her assistant, Mrs. Anita Morris McClelland. The time given over to these organized courses was as follows:

Supervisors on evening shift.....	7	hours
Supervisors on night shift.....	7	"
Teaching supervisors (day staff).....	25	"
Senior ward instructors	27	"
Junior ward instructors	35	"
Charge nurses	31	"

The full time instructors responsible for basic instruction to Freshman students have held regular conferences under direction of Miss Mary Edgar, director of instruction. Joint meetings have also been held by this group and the clinical supervisors.

Members of our teaching and supervisory staff have attended and on occasion, participated in the programs of institutes, general meetings and special committee work conducted under the auspices of the professional nursing organizations.

A series of introductory classes is given for all new staff nurses, at which the methods, techniques and policies employed in this Hospital are presented.

A twenty-four hour course in the elementary principles of Ward Management and Teaching was repeated four times during the past year. Sixty-five nurses from the general duty group and fourteen post graduate students completed this course. Most of the promotions to charge nurse or ward instructors' positions have been made from the group who have received this instruction.

Sixteen additional hours of lectures, demonstrations, moving pictures and other special educational conferences were arranged during the year, to which all graduate nurses were invited.

The program of staff education for the Out Patient Department nurses has been carried on under the direction of Miss Ann Doyle and members of her staff.

Nurses throughout the institution have shown a steadily growing interest in the further development of their knowledge

and skill. Many staff members are devoting part of their leisure time to taking professional and cultural courses in the nearby colleges. An increasing number of nurses have sought counsel and advice concerning plans for extending their professional education.

RECOMMENDATIONS

Again we wish to call attention to the need for suitable salary readjustments for members of the nursing staff. The existing salary scale continues to be a source of dissatisfaction among the nurses. Although living costs have risen there have been no salary increases for nurses for more than six years. The establishment of a reasonable progressive salary scale for nurses employed in the hospital, it is believed would contribute to the stabilization of this department.

There is need for further enlargement of the staff of subsidiary workers in the nursing department. Some of the ward units are still without the services of an attendant (wards' maid or orderly) during one shift of the twenty-four hour period. This situation necessitates the expenditure of nursing time in duties other than nursing and a consequent loss of nursing service in these units. Efforts have been directed toward securing budgetary provision for this increase in staff.

The plan of providing a monetary allowance to some of the nurses to take care of laundry service has proven much more satisfactory than having laundry work done in the hospital laundry. We urge that this provision be made for all graduate nurses.

Previously described factors in the graduate nurse health program indicate the need for continued careful consideration and search for a more satisfactory plan.

For the Schools of Nursing the outstanding need is for better physical facilities for carrying on the important functions of the Schools. This need has been pointed out in previous reports. A new residence and educational unit, carefully planned to provide for present and future needs of the Schools, is an urgent necessity.

ACKNOWLEDGMENT

We are greatly indebted to the members of the Board of Managers for the continued cooperation and guidance in carrying on the work of the Schools of Nursing and the Nursing Service of the hospital.

The past year has been one in which the nursing department has enjoyed the most considerate and helpful assistance and good will of Dr. Jacobs, our Medical Superintendent; the members of

the medical staff, and our colleagues in other departments of the hospital. For this we acknowledge our gratitude.

We wish also to express our thanks to Miss Manley and Miss Plambeck and their assistants in the Division of Nursing office for their continued interest and earnest desire to help in solving our problems.

We would not wish to conclude this report without expressing our appreciation of the loyal assistance of faculty, staff nurses and students in carrying on the work of the Hospital and Schools of Nursing.

This report is respectfully submitted.

BLANCHE E. EDWARDS,
*Superintendent of Nurses and Principal of
the Bellevue Schools of Nursing.*

ANNUAL REPORT OF NURSING PERSONNEL

January 1st to December 31st, 1938

TOTAL NUMBER OF NURSES IN SCHOOL—DECEMBER 31ST, 1938

Graduate Nurses—General Service	645
Nurses—Psychiatric (Graduate)	275
Student Nurses—Bellevue	207
Student Nurses—Mills	56
Preliminary Students—Bellevue	71
Preliminary Students—Mills	18
Affiliating Students—Bellevue	126
Affiliating Students—Mills	46
Bellevue Students on leave of absence.....	17
Mills Students on leave of absence.....	2
Total	1,418

GRADUATE NURSES—GENERAL SERVICE

Total resignations during year.....	121
Total appointments during year	198
Total days illness during year.....	6,974
Total days absence during year.....	3,325
Total days vacation during year.....	15,576
Total dismissals during year	19
Total deaths during year	2

GRADUATE NURSES—PSYCHIATRIC SERVICE

Total resignations during year	48
Total appointments during year	45
Total days illness during year.....	3,734
Total days absence during year.....	1,452
Total days vacation during year.....	6,820
Total dismissals during year	2
Total deaths during year	1

STUDENT NURSES—BELLEVUE

Total preliminary students admitted during year.....	139
Total preliminary students rejected during Orientation	21
Total resignations before fourth month during year..	8
Total resignations after fourth month during year...	7
Total dismissals before fourth month during year....	—
Total dismissals after fourth month during year.....	6
Total suspensions during year	—
Total completed course during year.....	70
Total deaths during year	—
Total days illness during year	2,352
Total days absence during year.....	650
Total days vacation during year	6,337

STUDENT NURSES—MILLS

Total preliminary students admitted during year.....	38
Total preliminary students rejected during year.....	4
Total resignations before fourth month during year..	7
Total resignations after fourth month during year...	—
Total dismissals before fourth month during year....	1
Total dismissals after fourth month during year.....	2
Total under suspension during year.....	1
Total completed course during year.....	21
Total deaths during year	—
Total days absence during year.....	254
Total days illness during year.....	413
Total days vacation during year.....	1,625

AFFILIATING STUDENTS—BELLEVUE

Total new students admitted during year.....	333
Total resignations during year	2
Total dismissals during year	—
Total under suspension	—
Total completed course during year.....	253
Total days illness during year.....	1,504
Total days absence during year.....	463
Total days vacations during year.....	—

AFFILIATING STUDENTS—MILLS

Total new students admitted during year.....	48
Total resignations during year.....	1
Total dismissals during year	—
Total under suspensions	—
Total course completed during year.....	37
Total deaths during year	—
Total days illness during year.....	471
Total days absence during year.....	165
Total days vacation during year.....	—

POST GRADUATE STUDENTS

Total new students admitted during year.....	5
Total resignations during year	—
Total dismissals during year	1
Total course completed during year.....	13
Total days illness during year.....	96
Total days absence during year.....	23
Total days vacation during year.....	—

TOTAL OF SCHOOL AND NURSING SERVICE

Total days illness during year.....	15,544
Total days vacation during year.....	30,358
Total days absence during year.....	6,332
Total deaths during year	3
Total appointments during year	806
Total resignations during year	194
Total dismissals during year	31
Total course completed during year	392
Total under suspension during year.....	1
Total Students rejections during year	25

BELLEVUE SCHOOLS OF NURSING
GRADUATION EXERCISES

Thursday, March Second, 1939

8:30 P. M.

PROGRAMME

CHAIRMAN—WILLIAM F. JACOBS, M. D.

Medical Superintendent, Bellevue Hospital.

INVOCATION—REV. J. S. MCGLEENAN

Pastor, Carmelite Church.

PRESENTATION OF THE GRADUATING CLASS:

MISS BLANCHE E. EDWARDS

Principal of the Bellevue Schools of Nursing.

CONFERRING OF DIPLOMAS:

MRS. HENRY JAMES

President, Board of Managers, Bellevue Schools of
Nursing.

ANNOUNCEMENT OF HONOR AWARDS:

MISS EDWARDS

ADDRESS—HON. HENRY H. CURRAN

Deputy Mayor of the City of New York.

BENEDICTION—REV. J. S. MCGLEENAN

BELLEVUE SCHOOL OF NURSING

1939 GRADUATING CLASS

JANE M. ALLSHOUSE New Jersey	WILHELMINA M. DUNKER New York
EVELYN C. ANDERSON New York	GRETA FAULKNER Connecticut
ETHEL M. ANDRYCHOWSKI Connecticut	LOUISE P. FENICCHIA Pennsylvania
FLORENCE ASHELD New York	ANTOINETTE M. FINSTAD North Dakota
IRENE B. AUKSTAKALNIS Pennsylvania	ALICE TREND FISHER New Jersey
PAULINE J. BEDNARCIK Pennsylvania	GERTRUDE G. FUCHS New Jersey
EVELYN BLAUVELT New York	FAY GAY Connecticut
EVELYN LARUE BREISCH New York	MARGARET H. GOSS Pennsylvania
MARY BURMES New York	PAULINE A. GRAMACKI Pennsylvania
REGINA ZITA CAPPELLETTI New York	MILDRED R. HABECKER New York
CHARLOTTE DEARBORN CARDINAL New Hampshire	VIRGINIA HAMILTON New York
ROBERTA JANE CHAMBERLIN New Jersey	VIRGIE LOUISE HARRIS Florida
ROSAMOND C. CONDON Pennsylvania	ROSE C. HEITZMAN New York
MYRA ANN COURTNEY New York	GOLDIE MARIE HORNBECK Pennsylvania
CLAIRE CZURYLOWSKI New York	HAZEL EVELYN HORNBECK Pennsylvania
MARY LOUISE DALY Connecticut	FLORENCE A. B. JENSEN Connecticut
GRACE M. DANNER Pennsylvania	MARY ANN JOIN Connecticut

EVANGELINE JOHNSON
Illinois

HELEN S. JOKUBAITIS
Connecticut

EMILY L. KASICA
New Jersey

MADELINE P. KING
New York

A. HARRIET KLIGER
New York

IRENE D. KOLAKOSKI
Pennsylvania

HELEN MARY P. KRYSIOPIK
New Jersey

JEAN E. KUJALA
Michigan

ANITA KWAJASKAS
Connecticut

JEANETTE W. LAPIDES
New York

DOROTHY M. LAUTERBORN
New York

GENEVIEVE LAZUR
Connecticut

MARY DORIS LEGER
Massachusetts

ROBERTA LOUISE MACGEORGE
New Jersey

ROSEMARY MANN
New York

NETTIE MARSHAK
New York

CORNELIA MCCHESENEY
New York

ANNE FOLAN MCNAMARA
New York

ALICE M. MICOLUCCI
Pennsylvania

JOANNA MILLER
West Virginia

HELEN MORIARTY
New York

RUTH ELAINE NELSON
New York

GRETТА O'CARROLL
New York

KATHARINE F. PARKS
Maine

EDRA PERRINE
West Virginia

MARGARET LOUISE POHL
New York

ANNA ROSE PUTESKA
New Jersey

GENEVIEVE P. QUINN
Pennsylvania

LILLIAN ROBINS
New York

REGINA M. RUTKOWSKI
Connecticut

IRENE M. SAWETSKI
Pennsylvania

EVELYN J. SCAVONA
New York

DORIS SEARS
New York

MARGUERITE L. SPINELLI
New York

NAOMI E. STAPLETON
Pennsylvania

ETHEL M. STOLLMAN
Connecticut

ANNE STURGEON
Rhode Island

TERESA U. TRAUN
New York

LILLIAN A. UMAN
New York

BENEDETTA I. VACCARO
New York

ARLENE VAN AUKEN
New York

ELOSIA M. VANOSTRAND
New York

FLORENCE VENTURA
Massachusetts

ADELE M. VERRELLI
New Jersey

CLAIRE LOUISE VERTEFEUILLE
Connecticut

IRENE VICTOR
New York

GRACE R. VOLPE
New York

META VOMSAAL
New York

IRENE MAGDALEN WASSEL
Pennsylvania

RITA JEANNETTE WEBER
Georgia

WINIFRED WHEATLEY
Ohio

HELEN M. WHITE
New York

MALVINA VIRGINIA WHITE
New York

LUCILLE B. WISOFF
New York

MILLS SCHOOL OF NURSING

Class of 1939

MORTON BENNETT
Massachusetts

E. CHARLES BURGESS
New York

CLYDE E. CUNNINGHAM
Ohio

WILLIAM E. DAMERON
District of Columbia

HAROLD E. FOWLER
New York

ALVIN C. GROSNICK
Wisconsin

MELVIN E. KENNELL
Illinois

PETER H. KOSTIC
Pennsylvania

WILLIAM C. LAMPHEAR
New York

TITUS IRVIN LEHMAN
Pennsylvania

SIDNEY LISWOOD
New York

ANDREW E. OTROSINA
Pennsylvania

KENNETH E. PETERSON
Minnesota

WALTER J. PETROSKI
Pennsylvania

VINCENT M. PITRE
Connecticut

M. MILTON PLATKIN
New York

JOHN S. REACH
New York

GEORGE W. RESEK
New York

AUGUSTUS RIVIELLO
Pennsylvania

ANDREW J. SIPOS
Pennsylvania

VINCENT R. SPROUL
New Jersey

CLEON R. TAYLOR
New York

JOHN D. THOMPSON
Ohio

BELLEVUE AND MILLS SCHOOLS PRIZES AND AWARDS*—CLASS OF 1939

The prizes and awards announced at this time are derived from two sources, from our esteemed Board of Managers, whose efforts have ever been directed toward elevating nursing standards and stimulating professional growth of the individual nurses, and from the Alumni Association of the Mills School of Nursing, which has maintained an active loyal interest in the men's school throughout the years and which uses this means of honoring the young graduates who have excelled in scholastic achievement and practical efficiency during the course.

The Lavinia Dock prize, established by the Board of Managers in 1912, and named for a distinguished Bellevue graduate, is awarded annually to the woman in the graduating class who has attained the highest scholastic average. This prize of Twenty-five dollars has been earned by

MISS MARGARET POHL.

A new prize of Twenty-five Dollars is offered by the Board this year to be known as the Mrs. Whitelaw Reid prize, in honor of the daughter of Mr. D. O. Mills, Founder of Mills School. Mrs. Reid served for forty-six years as a member of the Board of Managers, and for many years as its vice president, and chairman of the Mills School Committee. This prize is given to the member of the Mills School graduating class who has attained the highest scholastic average,

MR. JOHN THOMPSON

To Mr. Thompson also goes one of the Mills School alumni prizes, the Mills School pin, given in recognition of his scholastic achievement.

The following members of the class have maintained scholastic records which entitle them to honorable mention. (The names are read alphabetically, not in the order of their scholastic standing).

JANE ALLSHOUSE

EVELYN ANDERSON

WILLIAM DAMERON

VIRGIE HARRIS

GOLDIE HORNBECK

HAZEL HORNBECK

JEANETTE LAPIDES

DOROTHY LAUTERBORN

CORNELIA MCCHESENEY

HELEN MORIARTY

JOHN REACH

IRENE SAWETSKI

GRACE VOLPE

*Announced at the graduation exercises March 2, 1939.

Three prizes of Twenty-five Dollars each are offered by the Board to members of the class who have excelled in bedside nursing. Two of these, the Mrs. William Preston Griffin prizes, made available under the terms of the will of one of the founders of the Bellevue School of Nursing, are given to the woman in each section of the graduating class who has received the highest average grades in nursing practice. From the senior section of the class the member selected for this award is.

MISS ARLENE VAN AUKEN

The winner of the prize in the junior section of the class is

MISS MILDRED HABECKER

The D. O. Mills prize, also given for highest efficiency in bedside nursing, goes to the member of the men's class who has achieved this record. This award, is presented to

MR. WILLIAM E. DAMERON

The Mills School Alumni prize for the best bedside nursing, a Mills School pin, also goes to Mr. Dameron.

The following members of the class merit honorable mention for excellence in bedside nursing:

FLORENCE ASHELD	KATHERINE PARKS
EVELYN BLAUVELT	MARGARET POHL
CLAIRE CZURYLOWSKI	EDRA PERRINE
LOUISE FENNICHIA	GENEVIEVE QUINN
GOLDIE HORNBECK	IRENE WASSELL
HAZEL HORNBECK	CLYDE CUNNINGHAM
JEANETTE LAPIDES	KENNETH PETERSON
DOROTHY LAUTERBORN	WALTER PETROSKI
GENEVIEVE LAZUR	VINCENT PITRE
ROBERTA MACGEORGE	JOHN REACH

The Isabelle Hampton Robb prize of Twenty-five Dollars offered by the Board to the Second year student of either school who has received the highest average grade in bedside nursing thus far in the course is presented to

MISS JOANN NICHOLS

The efficiency records of the second year class show that the following students are entitled to honorable mention:

FRANCES ANDERSON	ELIZABETH KOVACH
MARY BARKER	CHARLES MONDRUT
INEZ VILLIG	ANNA OETKEN
MARTIN ESTONA	GERARD OUELLETTE
LUBOV GROMADSKY	ANDREW PAPESH
FRANCES KAHN	PEBBYL STEPHENS
BEATRICE KIRKLAND	SOPHIE SUCHERNICK

IRVIN ZWIEBEL

Each year the Board grants scholarships of Five Hundred Dollars each, covering tuition for a year of academic study at Teachers College, Columbia University, to two graduates of the Bellevue School selected on the basis of work in the graduate field, personal qualifications and promise of professional growth. The Marian Rottman Scholarship has been granted to Miss Anita Morris, graduate of the class of 1934, who will use the scholarship for further preparation in the field of nursing supervision.

The second scholarship has been awarded to Miss Emma L. Chaffin, graduate of the class of 1938, who will continue work for a masters' degree, and who plans to prepare for specialization in nursing school library work.

Both of these scholarships will be available to the recipients during the academic year starting in September 1939.

HARLEM SCHOOL OF NURSING

To the Board of Managers of the Harlem School of Nursing:

It is my privilege to present to you the fourteenth annual report of the activities and progress of the Harlem School of Nursing and the Nursing Service for the year 1938-9.

The nursing service is much improved this last year. This improvement was brought about by the close cooperation of the nursing administration. The cooperation was demonstrated by the interest and enthusiasm of the supervisors when new and helpful suggestions were made. Their enthusiasm was contagious and was carried on to the general duty nurse and student.

I.

THE SCHOOL OF NURSING

STUDENT BODY

The student body numbers eighty-three (83). It is divided as follows:

First year students.....	8
Second year students.....	33
Third year students.....	42
Preliminary students	17

Thirty-one (31) students were admitted to the school during the year. Of this number twenty-five (25) remain.

Twenty (20) students completed the course during the year just ended.

FACULTY

Mrs. Jessie Stephen Ruff, B. S. R. N. a graduate of the Harlem School of Nursing, was appointed Educational Director on June 20th. This position was formerly filled by Miss Margaret Dudley, who resigned to accept a civil service position with the Department of Health.

Miss Anna Sewell, B. S. R. N., a graduate of Lincoln School for Nurses, accepted the position of Science Instructor for the Harlem School of Nursing. This position had been vacated by Miss Gladys Ekman in August when she went to the Peter Brent Brigham Hospital to teach.

Mrs. Virginia Collins Washington, graduate of Harlem Hospital and Building Supervisor of the Women's Pavilion, was assigned to be the Practical Arts Instructor on September 1, 1938. Mrs. Ruff had formerly been in this position.

Mrs. Alida Cooley Dailey, B. S. R. N. came to the Harlem Nursing Service as the Instructor of Nurses in the Out-patient

Department, replacing Miss Irma White who resigned in June to accept a position with the Department of Health.

Miss Edythe Harris, the Obstetrical Supervisor, became the Building Supervisor on September 1, 1938, when Mrs. Collins Washington went to the educational department.

Miss Bessie Evans, a graduate nurse of the Kansas City General Hospital was placed in charge of the two nurses homes. Mrs. Geraldine White, who formerly had the position, had not the health to supervise as was needed. She is now in the clinic.

Miss Dorothy Dight, who was formerly the Gynecological Nursing Supervisor, assumed the duties of the Pediatric Supervisor in December. Miss Georgia Brown, the previous Pediatric Supervisor, is now the evening Supervisor in the Women's Pavilion.

Miss Beulah Hall, formerly a head nurse on 2 B, was assigned to the staff in the Women's Pavilion as Medical Supervisor on October 29, 1938.

CURRICULUM

The curriculum comprises a total of 1216 theory nursing hours, covering a period of 156 weeks, including 12 weeks vacation and 4 weeks health allowance. The time is divided as follows:

Freshman Term—24 weeks—539	Theory Hours 120 hours practice assignment
Sophomore Term—36 weeks—268	Theory Hours 32 weeks practice assignment
Junior Term—56 weeks—263	Theory Hours 52 weeks practice assignment
Senior Term—40 weeks—146	Theory Hours 34 weeks practice assignment

Affiliations are maintained with Sea View, Willard Parker and Bellevue Psychiatric Hospital where the students receive valuable nursing experience in tuberculosis, communicable diseases and psychiatry.

A two-months affiliation with Henry Street Visiting Nurse Service is also given as an elective.

WARD TEACHING

The general plan for ward teaching follows the same routine of the morning conferences and demonstrations. The doctor holds one clinic for every lecture given in the classroom. The teaching supervisor holds that many clinics and often more. Daily conferences are held and ward projects are required from each service. Each student sees at least six autopsies.

During the year 1938, the program conducted for clinical instruction attempted to correlate theory and practice in all subjects. Trips were made to other institutions to see what their program consisted of and how we might improve our present set up.

PHYSICAL FACILITIES

There has been one change in the physical set up. One of the old practice rooms has been fitted up as a diet laboratory. Unused equipment was sent to this school from Morrisania Hospital.

LIBRARY

Total number of books December 31, 1938:

Reference Books	1275
Fiction	375
Bound Magazines	32
Pamphlets	149
Regular magazine subscriptions....	27

EXTRA-PROFESSIONAL ACTIVITIES

Under the guidance of Mrs. Ruth Chainey, Student Counsellor, the program of student activities has been well carried out. With the exception of vacation periods, the Student Association has held monthly meetings and has sent representatives to various conferences including those of the Student Forum, an organization composed of schools of nursing throughout the metropolitan area. One of our students is Recording Secretary of this group.

The Association also sent delegates to the following conventions during the year: The National Youth Conference at City College, The New York State Nurses Convention, the Pediatric Institute at Harlem Hospital and the Convention of the National Association of Colored Graduate Nurses in Hampton, Virginia.

Tea has been served regularly in the Residence on Wednesday afternoons, from 3 to 4 P. M. and has been well attended. Special teas were given for the preliminary students, the graduating class and other special guests.

The students have engaged in all types of athletic activities during the past year which have improved and helped to maintain their physical well-being.

Classes were held in current events, public speaking, modern dancing, art appreciation and music. The majority of the classes were conducted by instructors from the Works Progress Administration.

HEALTH PROGRAM

The incidence of illness, of a medical nature, has not been as high for the past year, but the percentage of days off duty has continued high. This has been due to the amount of time lost by two or three students because of surgical conditions. Total days lost for the period ending December 31, 1938 amounted to 1088. The student body during that period numbered on an average of 93 advanced students and 20 preclinical students.

The services maintained by the health department are invaluable to the school. The program consists of the following:

1. Complete physical examinations on new students and those going on or returning from affiliations.
2. X-ray examination of chest on admission, every four months, and before and after affiliations, and when otherwise indicated.
3. Other tests given on admission to the school and when indicated include: Wasserman, Hemoglobin, Mantoux, Schick and Dick.
4. Immunizations are given for smallpox, typhoid and diphtheria.
5. The weights of all students are taken monthly and arrangements made whereby those requiring extra nourishment may receive it.
6. In personal interview, students are instructed in habits of personal hygiene to prevent colds. Through a careful check and recheck of the records and follow-up treatments, we have been able to decrease the number of respiratory infections among the student group.
7. Included among the other services rendered by this department are:
 - (a) Care of all sick nurses in the Residence. Care and follow-up of all injuries reported to Health Service.
 - (b) Care and maintenance of drugs and supplies needed for treatments.
 - (c) Supervising and preparations of all students leaving for convalescent care or sanatorium treatment.
 - (d) Admitting sick students to hospital.
 - (e) The discovery and remedying of physical defects.
 - (f) Teaching hygiene and community sanitation.
 - (g) Supervision of classes in corrective exercises for remedial postural defects. (The classes are conducted by a practice teacher from Hunter College).
 - (h) Supervision of the physical training classes conducted by an instructor from the Y. W. C. A.

OUTSTANDING PROBLEMS

In a school such as ours, the lack of classrooms seriously hampers the work. At times it has been found necessary to utilize the auditorium for classroom purposes. One classroom is situated directly below the dietary department and the resultant disturbance interferes, to a great degree, with the presentation and reception of the valuable material imparted to the student body. The poor lighting and ventilation also contribute to the inconvenience in the use of this room.

We lack complete equipment for the nutrition laboratory recently set up in one of the basement rooms of the residence. Used equipment from another hospital was placed in this room, but it is insufficient.

Difficulty has been experienced in securing adequate supplies, such as board erasers, chalk, paper, etc. Since these items are small, however, we have not been greatly handicapped, and it is expected that arrangements will be made in the future to take care of such items.

In keeping with our policy, a number of poor students have been eliminated during the year. However there still remain a few borderline students about whom we are apprehensive. Since they are in the senior year, they have been permitted to remain in the school.

II.

THE NURSING SERVICE

The total graduate staff on December 31, 1938 numbered 370. There were 68 resignations and 66 appointments during the year.

There are still a few problems that were ushered in with the eight-hour day that confront us. The most important are:

- (1) The adjusting of the ward time.
- (2) The inadequacy of the dining room cafeteria to meet the needs.
- (3) Insufficient lockers to accommodate the number of nurses who are on no maintenance positions.
- (4) The difficulty in arranging the program of staff education so as to include all the nurses, because of the difference in time of duty.

To overcome these problems, in part, we did the following:

- (1) For the period of day when there was an overlapping of time, the supervisors planned conferences on staff education. It was also planned to place a nurse on each busy ward to work from 10 A. M. to 7 P. M.

- (2) A schedule for the dining room was worked out with dietitians whereby three meals were served at the lunch period. The head nurses was asked to make an even division of her staff in sending them to this meal.
- (3) To try to overcome the shortage of lockers, two nurses were assigned to one single locker. It is to be hoped that we will be able to secure new lockers in the 1939 budget.
- (4) Staff education was planned around the needs of the individual nurse. We have a number of nurses who had their training in small schools and need more actual bedside instruction. This group of nurses has received our efforts first. The other types of staff education that have been conducted have been optional for the nurse.

WORK RELIEF PROJECTS

There are no nurses assigned to this hospital from the Works Progress Administration. However there are 16 hospital attendants and 20 hospital helpers assigned to the nursing division.

According to the present set-up of the personnel, these employees are exceedingly valuable to the department. They are a great help on the wards and divisions to which they are assigned; also valuable as relief workers. The group as a whole work very well, have a good attitude, and cooperate with our regular employees.

STAFF EDUCATION

This year, one of the greatest needs felt by our nursing administration was that of staff education. We concentrated on all the graduate staff during the entire year and have established a well organized program for the attendant group along the lines of the outline sent us from the central office.

One of the most important of the staff education programs during the year is the ward management class given by Miss Theresa I. Lynch of New York University. 22 nurses are enrolled in this class and other nurses are taking a similar course at Columbia University.

Mrs. Henrietta Farrar, the Supervisor of Instruction, has worked very hard to bring staff education to every graduate. In the Spring, courses in Mental Hygiene were given to four sections of the graduate staff. Social Hygiene was given to the Out-patient Department nurses. In the Fall, she was able to place individualized nursing plans on two of our surgical wards in the Women's Pavilion. While we were not adequately staffed to carry every patient, each nurse was assigned a very ill or inter-

esting case. The entire surgical staff, under Dr. Louis T. Wright, the nursing service, the dietary department and the social service met once a week to discuss these cases. The stimulation to the entire staff has been most gratifying.

Committee work has been found to develop many of our nurses. We have had committees on health, the dining room service, the ward manual, history of the nursing school, the linen problems, etc.

Many able and interesting speakers have discussed phases of the profession with our supervisors, head nurses, ward instructors and staff nurses.

GRADUATE HEALTH SERVICE

Our health program for graduate nurses includes the following:

1. Complete physical examination when indicated.
2. Chest x-ray once a year.
3. Pre-employment examination consisting of blood pressures, chest x-ray, blood count, urine examination and physical examination of the chest.
4. Other examinations when indicated.

DISPENSARY DEVELOPMENT

The Out-patient Department has increased its daily average from around 1500 to 2200 patients daily. The venereal disease campaign has helped to build the clinics for the treatment of those diseases.

A third pharmacist was placed in the drug room to take care of the increased number of patients. A drug room in the Womens Pavilion Out-Patient Department has been opened and this relieves patients of the necessity of going to the main building drug room.

An additional clinic has been set up as a follow-up clinic for premature babies. Also an additional day has been given to the children's allergy clinic to accommodate the increased number of asthmatic children.

A mothers' club has been formed to educate and help pregnant women with regard to hygiene of pregnancy.

Conferences are held by the nursing service for female patients where preventive aspects of certain diseases, e.g. colds, tuberculosis, diabetes, etc., are discussed. These conferences are held bi-monthly and a doctor is always in attendance who may touch on the more technical side of these discussions.

Various conferences are held by the personnel, including the physicians, where administrative problems are discussed with a view to improving the services in the Out-patient Department.

PATIENT CENSUS

The average daily census for the year was 660.9. The highest census was on March 9, with a total of 735 patients; the lowest on September 4th—569.

We do not have a variable census load. We usually have every bed filled. In the summer months, the census in medicine and surgery falls down, and at that time vacations are given.

From all indications, the nursing service has improved. There is not the overcrowding that did exist; there are fewer and fewer complaints about the service; the patients appear to be contented and a general attitude of well-being is present on the wards.

REPAIRS AND RENOVATIONS

There have been several improvements in the hospital that lend to the improvement of service to patients and to the living conditions of nurses. They are:

- a) In August, three rooms on the third floor of the main building were equipped and staffed to care for twelve tonsillectomy patients.
- b) The "D" wing of the Main Building was completely renovated. The wards look very much better and are arranged to enable nurses to give better nursing care. The "C" wing is now closed for renovations.
- c) The nursing personnel, formerly housed in the annex, were given no maintenance positions, and the annex closed as a part of the nurses home, and then opened as a sewing room. Previously, the sewing room had been in the basement of the "C" wing, now in process of renovation.
- d) The fourteen hot rooms around the flue in the nurses new home have been rendered habitable by the City Engineering Department. While the temperature is higher in these rooms than it should be with the installation of a fan at the top of the flue, even this heat promises to be eliminated.
- e) The emergency and admitting ward was moved to the new, renovated part of the Main Building, on the first floor. These quarters are too small and will only become adequate when the main floor of the "C" wing is finished and this additional space utilized.

- f) The walls and ceiling of the corridors in the Main Building have been painted. Wards 2A and 2B have also been painted.

PROBLEMS IN NURSING SERVICE

During the year there have been several outstanding problems. Some of the most difficult were:

- a) Graduate nurses taking a day off as ill time, before or after their regular day for the week, or reporting off ill and staying off for a long period of time.

This has been overcome by better health facilities for graduate nurses; by requesting a physician's certificate for absence of more than one day; and by putting in a request for a Board of Health physician to be sent to the home.

- b) The maintenance department was far behind in its repairs. Many of our difficulties could be traced to this department, but this condition has been corrected by a better requisition system and by repairs of the buildings being made the responsibility of the personnel supervisors for follow-up.
- c) The nursing service was handicapped to some extent by the resignation of nurses who accepted positions with the Department of Health. They were not allowed sufficient time in which to give notice. We have been advised that in the future, longer notice will be given such nurses.
- d) The laundry and linen have been a problem throughout the whole year. We had severe linen shortages, yet many new pieces of linen were put out monthly. It was difficult for the two seamstresses and one tailor to handle all the torn linen that was needed to be mended. A central linen room was set up in December, in the old stationery room. It may help to solve some of the difficulties.

RECOMMENDATIONS

- a) That more linen be supplied the hospital.
- b) That some arrangement be made whereby all employees receive a health examination before employment and an annual one thereafter.
- c) That increments in salary be established by the Department of Hospitals so that there will not be the turnover in nursing personnel and that some recognition of service be given to those who remain.

ACKNOWLEDGMENTS

It is fitting at this time to acknowledge our indebtedness to those who have contributed so much to our success in the past, and without whose aid we would have been unable to carry on.

To our Board of Managers go our heartfelt thanks for their sincere interest, their generous support and their willingness to help us in all our undertakings.

We also wish to express our appreciation to Dr. Israel Magelaner, our Medical Superintendent, to whom much credit is due for his splendid work in the hospital and who is ever ready to counsel us in our many problems.

Especially grateful are we to Miss Manley, Miss Plambeck of the Division of Nursing, and the Commissioner and his Assistants in the Department of Hospitals for their assistance and guidance.

We cannot overlook the cooperation, loyalty and splendid services rendered by the medical and nursing staffs, and our fellow workers who are responsible, in a great measure, for whatever success we may have attained.

Respectfully submitted,

MARY PAULINE HARTY, R. N.,
Superintendent of Nurses.

April, 1939

HARLEM SCHOOL OF NURSING AWARDS

GRADUATION — FEBRUARY 1, 1939

- I. HIGHEST SCHOLASTIC RECORD—Prize of \$50.00 awarded by the Manhattan Medical Society to:

MISS BEATRICE LA BEAUX

Honorable Mention:

MISS NETTIE WIGGS

MISS WINIFRED DUFF

MISS LUCY GAINES

- II. HIGHEST PROFICIENCY IN BEDSIDE CARE—Dr. Connor's Memorial Prize—\$25.00—Awarded by his daughter, Mrs. Alfred Chabot to:

MISS BEATRICE LA BEAUX

Honorable Mention:

MISS IRIS GILMORE

MISS EARDELL BOWMAN

- III. BEST HEALTH—Medal given by the Gamma Delta Society to:

MISS ETHEL HOPKINS

Honorable Mention:

MISS CARRIE GRIGGS

MISS ELLA NEWSOME

- IV. STUDENT IN SENIOR CLASS WHO HAS DONE BEST WORK IN GYNECOLOGY—Dr. Henry C. Falk Prize—\$15.00—awarded to:

MISS ALICE DUNKLEY

Honorable Mention:

MISS MARJORIE BLAYLOCK

Sixty-Sixth Annual Report

OF THE

Bellevue Training School for Nurses

1939

CERTIFICATE OF INCORPORATION

The Training School For Nurses

The undersigned citizens of the State of New York and of the United States of America, all being of full age, desire to form a charitable society under the Act of the Legislature of the State of New York, passed in the year 1848, entitled, "An Act for the incorporation of benevolent, charitable, scientific and missionary societies," and the acts amendatory thereof, do make and file this certificate:

ARTICLE I. The name by which this society shall be known is "The Training School for Nurses."

ARTICLE II. The object of this society is the training of nurses for the sick in order that women shall find a school for their education and the public shall reap the advantage of skilled and educated labor.

ARTICLE III. The number of directors of this society shall be ten, who shall be for the first year Mrs. W. H. Osborn, Mrs. Robert Woodworth, Mrs. William Preston Griffin, Mrs. Lucius Tuckerman, Miss A. H. Woolsey, Miss Ellen Collins, Miss Julia Gould, Mr. Henry G. Stebbins, Mr. Chandler Robbins, Dr. W. G. Wylic.

ARTICLE IV. The principal place of business of this society shall be in the City and County of New York.

Dated, New York, February 2, 1874.

ELIZABETH C. HOBSON, *President*,
 VIRGINIA R. OSBORN,
 ALLINE P. WOODWORTH,
 ABBY HOWLAND WOOLSEY,
 ELIZA WOLCOTT TUCKERMAN.

STATE OF NEW YORK
CITY AND COUNTY OF NEW YORK } ss.:

On this second day of February, 1874, before me personally appeared Elizabeth C. Hobson, President; Virginia R. Osborn, Alline P. Woodworth, Abby Howland Woolsey, and Eliza Wolcott Tuckerman, five of the above named incorporators, to me known to be the same persons described in and who executed the foregoing certificate, and severally acknowledged to me that they executed the same.

S. B. GOODALE,
Notary Public (23),
New York County.

(SEAL)

Filed May 9, 1874.

STATE OF NEW YORK
CITY AND COUNTY OF NEW YORK } ss.:

I, William J. McKenna, clerk of the said City and County, and clerk of the Supreme Court of said State for said County, do certify that I have compared the preceding with the original certificate of incorporation of The Training School for Nurses, filed May 9, 1874, on file in my office, and that the same is a correct transcript therefrom, and the whole of such original. In witness whereof, I have hereunto subscribed my name, and affixed my seal this 7th day of March, 1892.

WM. J. MCKENNA, *Clerk.*

By order of Court, name changed to

THE BELLEVUE TRAINING SCHOOL FOR NURSES

April 14, 1903.

CONSTITUTION and BY-LAWS *of* BELLEVUE TRAINING SCHOOL FOR NURSES

ARTICLE I.

The name by which this Society shall be known is The Bellevue Training School for Nurses.

ARTICLE II.

The object of this Society is the training of nurses for the sick in order that women shall find a school for their education and the public shall reap the advantage of skilled and educated labor.

BY-LAWS

I. MEMBERSHIP.

The Society shall consist of Honorary and Active and Supporting Members.

Honorary Members shall be elected by the Board of Managers for valuable aid or important service rendered to the School.

Active Members shall be those who serve on the Board of Managers.

Supporting Members shall be those who make an annual subscription.

II. BOARD OF MANAGERS

The Board of Managers shall be the same persons as those appointed to the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals.

No member of the Board of Managers shall receive any compensation for services rendered.

III. REPORTS.

The Board of Managers shall keep Minutes of its meetings and shall make an Annual Report to the Department of Hospitals.

IV. MEETINGS.

The Board of Managers of the Bellevue Training School for Nurses shall hold an Annual Meeting in March or April and such other meetings as may be called by the President. Five members shall constitute a quorum.

V. OFFICERS.

The officers of the Society shall be a President, an Executive Vice-President, a Second Vice-President, a Secretary, a Treasurer and an Assistant Treasurer. They shall be elected annually by a two-thirds vote by ballot of the Board of Managers, from among its members, with the exception of the Assistant Treasurer, who need not be a member of the Board of Managers. In case of the death or resignation of an officer, a successor for the remainder of the year may be elected by a two-thirds vote by ballot of the Board of Managers at any regular or special meeting of the Board, two weeks notice in writing having been given by the President or the Secretary.

VI. NOMINATING COMMITTEE.

There shall be a Nominating Committee for officers, consisting of three members of the Board of Managers, named by the President, who shall prepare and submit a ticket annually to the Board. This ticket must be submitted in writing to each member two weeks before the annual meeting of the Board of Managers.

VII. PRESIDENT.

The President shall preside at all meetings of the Board of Managers, and shall call special meetings at her discretion, or upon the written request of three members of the Board. The President shall appoint all special and sub-committees. The President may delegate any or all of these duties to the Executive Vice-President, subject to approval by the Board of Managers.

VIII. VICE-PRESIDENT.

The Executive Vice-President shall in the absence of the President, perform the duties of the President. She shall also perform such other duties of the President as the President shall delegate to her, subject to approval by the Board of Managers.

X. SECRETARY.

The Secretary shall perform the duties usually appertaining to this office.

X. TREASURER.

The Treasurer shall keep all the accounts of the Board of Managers and render a monthly statement. An Assistant Treasurer may be appointed by the Board of Managers when found necessary.

XI. BY-LAWS.

These By-laws may be amended by a two-thirds vote at the annual meeting of the Society, due notice being given in writing.

MINUTES OF THE BOARD OF MANAGERS ANNUAL MEETING

The Annual Meeting of the Board of Managers of the Incorporated Society of the Bellevue Training School for Nurses was held on Friday, April 21st, 1939 at 10:45 A. M. at 440 East 26th Street, New York City.

Present: Mrs. James—in the Chair.

Mrs. Franklin	Miss Maynard
Mrs. Forsyth	Mrs. Beale
Miss Potter	Miss Iselin
Mrs. Dulles	Mrs. Hoyt
Mrs. Hallowell	Mrs. Williams
Mrs. Rockefeller	Mrs. Auchincloss

Secretary pro tem

The minutes of the last Annual Meeting were read and approved.

The Treasurer's Annual Report was read, accepted and ordered filed. The Treasurer also presented the report of the audit of the principal account which was accepted and ordered filed.

The President asked Mrs. Beale to take the chair during nominations.

The President having appointed a nominating committee with Mrs. Hallowell as chairman the report of the nominating committee was called for and the following ticket was submitted.

President.....	Mrs. Henry James
Executive Vice President.....	Mrs. J. Howland Auchincloss
Second Vice President.....	Miss Louise Iselin
Secretary.....	Mrs. Winthrop W. Aldrich
Treasurer.....	Mrs. George S. Franklin
Assistant Treasurer.....	Mrs. Lansing P. Reed
	and the Bank of New York, Maidson Avenue Branch

On motion duly made and seconded the secretary was instructed to cast one ballot for the entire ticket which was duly elected.

The following resolution was moved, seconded and passed:

That the Osborn Hall Committee and the officers of the Board are authorized to make any decisions and to sign any papers that may be necessary in connection with legal matters pertaining to Osborn Hall and adjacent property during the summer months when regular meetings of the Board are not held.

The following resolution was moved, seconded and passed:

That the Board of Managers of the Incorporated Society of the Bellevue Training School for Nurses does hereby ratify,

approve and confirm all acts performed by the officers, agents and representatives of the Bellevue Training School for Nurses pursuant to authorization of the Board of Managers of the Schools for Nursing of Bellevue and Allied Hospitals and grants to them the same force and effect as if they had been authorized by the Board of Managers of the Incorporated Society of the Bellevue Training School for Nurses.

There being no further business the meeting was adjourned.

(Signed) PRISCILLA L. AUCHINCLOSS,
Secretary pro tem

REPORT OF THE OSBORN HALL COMMITTEE 1938—1939

Osborn Hall came to the end of its fiscal year December 31st, 1938 and through the first quarter of 1939 without a deficit, despite heavy expenditures for necessary major repairs, imperative furnishings, and an adequate sum set aside for depreciation.

Deferred rehabilitation of the House, due to uncertainty caused by litigation with the City, is now approximately two-thirds completed, and will be carried on as rapidly as Funds permit.

The amount of work done to date is attributable to efficient administration, economical buying and detail supervision of repairs by the manager, Miss Marian Smith.

The most gratifying change in the House has been the providing of space for an adequate, well situated and attractive Alumnae Room, by taking out the partition between two rooms, and making one large one. This faces on the garden, on the main floor, opening from a hall leading to the rear from the Assembly Room. The walls of this hall permit the hanging of Alumnae pictures, which heretofore there has been no opportunity to show properly.

RENTALS:

The House has been filled to an average of ninety-eight per cent capacity, counting vacancies during the Summer vacation, and the closing of rooms from time to time for repairs. It is the policy of the House to keep two rooms free for transient guests, for the convenience of visiting graduates, and relatives of students.

DINING ROOM AND COFFEE SHOP:

This branch of service is indispensable. At present it is carried at a slight loss, which it is hoped will soon be overcome, as

the use of restaurant facilities is slowly but steadily increasing. The deficit is due to two causes, namely that special nurses employed in the hospital, whose numbers reduced costs, are no longer assigned to Osborn Hall. Also, due to financial conditions the average food check of doctors and nurses has dropped from 36 cents to 32 cents. A 35 cent lunch is now the most in demand and a 50 cent dinner. Few orders run over 65 cents, though a more expensive meal is always available. The private dining room is used daily by forty faculty members of New York University Medical College, Fraternity Groups of the same lunch regularly twice a week. Also many special dinners, dances and entertainments are given by various groups of the Alumnae, the Hospital and Social Welfare groups. It is the policy to cater for such, as well as for all meals, at a price to meet costs with a minimum of profit.

SHOP:

The Shop continues to be an asset. In addition to the useful needs met, and various services rendered, we feel this gay corner full of novelties, books, etc., is a distinct help in promoting a friendly atmosphere.

FINANCIAL REPORTS:

The quarterly reports of the auditor, and monthly statements have been regularly submitted to the treasurer of the Bellevue Training School. Duplicates of these are also on file and available at the office of Osborn Hall, so for lack of space are not presented in this Report.

The committee wishes to call attention to developments which are rapidly changing the immediate neighborhood. New buildings, with small and inexpensive apartments, afford opportunities for Graduates on "living out" salaries; several new and cheap restaurants have opened, all of which compete with Osborn Hall; as well as better transportation to other parts of the City. Such competition is not alarming however, as the personal facilities afforded at Osborn Hall are increasingly appreciated and in demand, but the committee should recognize these factors and be alert in meeting them by studying new possibilities for convenience and service.

Respectfully submitted,

OSBORN HALL, COMMITTEE

MRS. WILLIAM CHURCH OSBORN,
Chairman

MRS. J. HOWLAND AUCHINCLOSS

MRS. GEORGE FRANKLIN

MRS. HARRY FORSYTH

MRS. JOSE FERRER

PROPERTY OF BELLEVUE TRAINING SCHOOL FOR NURSES

Income received from securities in the following custodian accounts of the Bellevue Training School for Nurses, Inc., from January 1, 1938 to and including December 31, 1938:—

General Fund	\$3,912.25
Used for general expenses.	
Edith Northcote Fund	1,764.00
Used for convalescent care and recreation.	
Mrs. William Preston Griffin Fund	50.00
Used for Prizes	

REAL ESTATE

Osborn Hall—A six-story building with a frontage of 110 feet on 26th and 125 feet on 25th Street and a vacant lot adjoining 100 feet deep and 25 feet wide fronting 25th Street.

The building is used as headquarters of the Alumnae Association, and as a center of activities for those connected with the hospital. Most of the 185 rooms are rented to Bellevue Graduates. Fifty-three of these rooms are rented by the City to house graduate nurses employed in Bellevue Hospital. There are Assembly and Reception Rooms, a Shop, a Restaurant, an Alumnae Committee Room and the Registry Office.

The Annex—An eight-story building with a 50 foot frontage on 26th Street, 100 feet deep, accommodates 85 guests and is at present rented to the city to house graduate nurses.

MRS. GEORGE S. FRANKLIN, *Treasurer.*
 Bellevue Training School for Nurses, Inc.
 26th Street and First Avenue
 New York, N. Y.

Dear Madam:

Pursuant to engagement I have made an examination of the recorded cash receipts and disbursements, of the general fund checking account of the

BELLEVUE TRAINING SCHOOL FOR NURSES, INC.
 for the year ended December 31, 1938 and present herewith the following statement:

*Statement of Cash Receipts and Disbursements of the
 General Fund Checking Account for the Year Ended
 December 31, 1938.*

In connection with the foregoing I examined or tested accounting records of the corporation and other supporting evidence including confirmation of cash by inspection or certificate obtained from the depository and also obtained information and explanations from the Treasurer of the corporation.

In my opinion based upon such an examination the attached statement sets forth the recorded cash receipts and disbursements of the general fund for the year ended December 31, 1938.

Very truly yours,

FREDERICK FISHER, JR.,
Certified Public Accountant.

New York, N. Y.
 April 11, 1939.

BELLEVUE TRAINING SCHOOL FOR NURSES, INC. STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS OF THE GENERAL FUND CHECKING ACCOUNT FOR THE YEAR ENDED DECEMBER 31, 1938

RECEIPTS		DISBURSEMENTS	
Balance, December 31, 1937.....\$	\$	Expenses	\$
In bank	11,781.36	Salaries — Physical Education, Recreation and Guidance.....	\$3,960.00
Petty cash funds.....	400.00	Salaries — Health Service	3,720.00
		Salaries — Nursery School	540.00
			8,220.00
Income		Office expense:	
Dues	320.00	Salaries	420.00
Donations	285.00	Miscellaneous	75.18
Special donations	220.00	Bellevue House (Nurses Residence) :	
From invested funds:		Salaries	351.00
General fund	3,912.25	Miscellaneous	466.08
Mrs. William Preston Griffin Fund 50.00			817.08
Rent from New York City.....	19,500.00	Senior House:	
Total Income Receipts	24,287.25	Salaries	2,190.00
		Fuel	1,219.50
		Water	933.60
		Gas	23.38
		Electricity	2,146.96
		Insurance	347.08
		Telephone	61.68
		Repairs and supplies	888.76
		Taxes	3,630.80
		Rugs	156.21
			11,597.92
Other Receipts		Pension	600.00
Refunds from Educational and Recreational Fund on account of salary advanced	5,767.67	Graduation prizes	186.00
Refund on advance for installation of locks at Bellevue House.....	243.00	Graduation prize — Mrs. William Preston Griffin Fund.....	100.00
		Scholarships	50.00
		Conventions	1,500.00
		Printing annual report.....	200.00
		Legal expense	274.13
		Audits	77.42
		Custodian fees and commission charges in connection with securities	190.00
Total Other Receipts.....	6,010.67	Accrued interest on securities (bonds) purchased	168.44
Total Receipts	30,297.92		85.80
Total	42,479.28	Total Expenses	24,561.97

Other Expenditures

Salary advances for account of
Educational and Recreational Fund 5,720.88

Bellevue House — Advances for the
installation of locks (To be re-
funded) 920.00

Payment to Osborn Hall — balance
due on settlement received from
New York City..... 4,720.59

Legal fee in connection with re-
fund received from New York City
in settlement of Osborn Hall con-
troversy 2,500.00

13,861.47

38,423.44

Total Other Expenditures

Total Disbursements

Balance, December 31, 1938

3,655.84

In bank

400.00 \$ 4,055.84

Petty cash funds

\$42,479.28

Total

\$42,479.28

Audited by
FREDERICK FISHER, JR.
Member of the American Institute of Accountants.

Respectfully submitted,

MRS. GEORGE S. FRANKLIN,

Treasurer.

EDITH NORTHCOTE FUND
BELLEVUE TRAINING SCHOOL FOR NURSES, INC.

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS AS TO
INCOME AND PRINCIPAL FOR THE YEAR ENDED DECEMBER 31, 1938

INCOME

Balance December 31, 1937.....	\$1,624.46
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RECEIPTS

Income from securities transferred from Agency account	\$1,764.00
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TOTAL RECEIPTS	1,764.00
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	\$3,388.46
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DISBURSEMENTS

Tuberculosis Auxiliary	\$2,000.00
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Educational and Recreational Fund..	600.00
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Convalescent Relief Fund Bellevue Hospital—Refund for brace—Mills School student	17.50
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Auditing service	15.00
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TOTAL DISBURSEMENTS	2,632.50
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BALANCE AS TO INCOME, DECEMBER 31, 1938	\$ 755.96
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PRINCIPAL

Balance December 31, 1937	None
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No Receipts and Disbursements during Year 1938....	—
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Balance December 31, 1938	None
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REPORT OF THE ALUMNAE ASSOCIATION OF THE BELLEVUE TRAINING SCHOOL FOR NURSES, 1938-1939

The regular meetings and the directors' meetings have been held each month from September 1938 to May 1939. There have been most interesting programs and a social hour provided for the meetings of the Program and Entertainment Committees. In addition a very lovely tea was arranged for the graduating class. The other activities of the Entertainment Committee have been arranged with the intention of adding to the general fund and have been very successful. These were two bingo parties and three formal dances. At the last dance the drawing of chances which had been previously sold on a car took place, adding both profit and interest to the occasion.

The Private Duty Section has made a great effort to arrange their affairs in a more satisfactory manner during this year. Much credit is due the group of this section which rallied to this challenge.

Contributions of money have been made to the Nurses House at Babylon, to Stony Wold Sanatorium and to the Red Cross.

Special mention should be made of the Bellevue Roster. The amount of time and effort spent on it was great and I am sure every graduate appreciates it. Because of the expense of the roster there has been only one publication of the Bulletin but this was an excellent one.

The Alumnae Association has moved its headquarters to the newly renovated and refurnished room formed by combining two small rooms into a single ample-sized unit. The Association appreciates the help and suggestions given by Mrs. Alice Osborn, former president of the Board of Managers, in making this change.

The following statistics as to our membership and disbursements of funds may be of interest:

JANUARY 1, 1938 TO DECEMBER 31, 1938, INCLUSIVE.

Resident Members	483
Non-resident members	175
Associate members	86
Life members	9
Charter member (Lavinia L. Dock).....	1
Honorary members	2

Total	756
New members	73
Reinstatements	143
Deaths	5

PENSION FUND

Total receiving members	92
New receiving members	0
New members joined	3
Deceased	0

The Alumnae Association has been able at all times to meet the demands of sick and needy nurses for assistance. The disbursements of the benevolent funds are as follows:

Jane A. Delano Fund	\$ 282.34
Alice Keteltas Fund	376.42
Mary DeWitt Cuyler Fund	395.00
Payments from Sick Fund	443.75
Total	\$1,497.51

The Carrie J. Brink Memorial Library Fund Income dispensed for the purchase of books for the Memorial Library located at 440 East 26th Street.....\$261.48

Respectfully submitted,

RUTH M. BARKER,
President.

REGISTRY REPORT

1939

The report of the activities of the Registry of the Bellevue Alumnae Association from May 1, 1938 to April 30, 1939, is as follows:

Total number of calls received	4,761
Physicians' calls	758
Hourly nursing	23
Department of Hospital calls	
Bellevue Hospital	1,565
City Hospital	162
Cancer Clinic	11
Fordham Hospital	448
Gouverneur Hospital	98
Greenpoint Hospital	146
Metropolitan Hospital	305
Morrisania Hospital	781
Neurological Hospital	11
Queens General Hospital	276
Queensboro Hospital	34
Willard Parker Hospital	52
Lincoln Hospital	4
Private Hospital calls	
Flower Hospital	1
Fifth Avenue Hospital	1
N. Y. Hospital	2
Post Graduate Hospital	29
Polyclinic Hospital	2
Ruptured and Crippled Hospital...	33
Other calls	
Camp Nurse	10
Federal Bureau	6
Institutional Positions	2
Ship's Nurse	1
Calls cancelled	103
Calls unfilled	36
Total number of calls filed	4,622

Respectfully submitted,

MABEL GLANVILLE,
ALICE BENEDICT,

Registrars.

The New York Academy of Medicine

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